



**Aston University**

BIRMINGHAM UK

# **Strategic Funding Manager (Business and Social Sciences)**



**Reference: 0005-26**

**Grade: 9**

**Salary: £47,389 to £56,535, per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full time**

# Job description

## Job Purpose:

Aston University's 2030 strategy is ***Inclusive, Entrepreneurial*** and ***Transformational***. We are building a new model of university for a changing world. Our vision is to be a leading university of science, technology and enterprise, measured by the positive transformational impact we achieve for our people, students, businesses and the communities we serve.

Research Services works across the University to support researchers to develop their funded research portfolio, and to deliver impact from their research. The team covers the full research life-cycle, from identifying funding opportunities, to developing proposals, addressing research governance and integrity, completing due diligence and contracting, and achieving research impact.

Research Services is one of four pillars in the University's Research and Enterprise team working alongside the Graduate School, Knowledge Exchange and Commercialisation.

The Strategic Funding Manager will work closely with the Associate and Deputy Deans for Research and Research Funding and Development Officer to strategically plan and develop the research funding portfolio of the University Research Institutes and Colleges. With primary responsibility for a portfolio of activity across Aston Business School and the School of Law and Social Sciences, the postholder will work across the structure to lead the development of high-quality research proposals that align with School and University Strategy and align with UK and EU Government priorities. The postholder will develop strong links to colleagues within Research Services and beyond to support an integrated approach to research development, due diligence and ethics and research impact.

## Main Duties/Responsibilities

- ▶ To work collaboratively with the Associate and Deputy Deans for Research, Deans of related Schools, Centre and Institute Directors to strategically plan and optimise the Schools' approach to identifying and winning research funding.
- ▶ To engage in detailed bid development across a range of funding types (including large strategic institutional and centre bids, fellowships and studentships) and across a range of funders, working with researchers and colleagues across Research Institutes and Centres to support the development of high-quality proposals. This includes, for example, advising on: funder fit and eligibility; proposal drafting; and resourcing and eligible costs. The postholder will work as part of an interconnected team of Research Support Colleagues, including Research Funding and Development Officers (with one post dedicated to EU funding), Grants and Contracts Officers and the Head of Awards and Contracts to achieve this.
- ▶ To build and maintain an excellent understanding of academic research interests and aspirations working closely with individuals to develop and support their research ambitions through the planning and development of high-quality and fundable research proposals.
- ▶ To develop and maintain effective relationships with key funders together with an excellent knowledge of the research funding landscape. To gather intelligence regarding funders' priorities and forthcoming opportunities to ensure that bids are aligned to these requirements and advise the Associate and Deputy Deans Research and Research Services colleagues of changes to policies and priorities related to research funding.
- ▶ To implement appropriate quality control measures, ensuring that funder's guidance is adhered to, and internal peer review and institutional sign-off is carried out.
- ▶ To work with researchers to embed impact into projects from the outset and to articulate this in written project proposals, working in conjunction with the Impact Team in Research Services.
- ▶ Using Research Professional as well as *ad hoc* targeting, to lead on the promotion of key funding sources to staff and advise researchers on funder fit and how to appropriately target a particular funder.

- ▶ To provide line management of the Research Funding and Development Officer for Business and Social Sciences, including management of workload and appropriate delegation and allocation of activities within the Strategic Funding Manager portfolio.
- ▶ To provide training on bid development on an individual or group basis, working in conjunction with Strategic Funding Managers, Research Funding and Development Officers, the Graduate School, and Organisational Development.
- ▶ Where required, to assist with initiating and building partnerships and liaise with partners for the development of individual research proposals, including contributing to the improvement of our partner due diligence processes as appropriate.
- ▶ To provide support for School planning processes such as annual budget planning
- ▶ To liaise with colleagues in Communications and Marketing as needed to raise the profile of research and impact undertaken at Aston, and to showcase successes.
- ▶ To actively contribute to the development of Research and Enterprise's activities and services in support of the delivery of the University's Research Strategy.
- ▶ AND such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

#### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	An undergraduate degree in a discipline relevant to the research areas of the University.	Application form and interview
<b>Experience</b>	<p>Substantial relevant and proven experience in a research development role (either in, or with, UK Higher Education institutions or within funding bodies) that demonstrates credibility in working with academics, and senior leaders.</p> <p>Experience of stakeholder management and relationship development with academics, researchers, professional services and corporate partners.</p> <p>Experience of delivering workshops and training programmes to develop bid development skills for researchers.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Demonstrable knowledge and understanding of the UK research funding and policy environment.</p> <p>Excellent oral and written communication skills, and the ability to relay key messages to a range of stakeholders in different ways.</p> <p>Demonstrable ability to work across all levels of a complex organisation to influence, persuade, negotiate and facilitate collaboration and to stimulate opportunity</p> <p>A high level of numeracy and excellent IT skills. Good budgetary and financial awareness.</p> <p>The ability to self-motivate, inspire and motivate others.</p> <p>Skilled in prioritisation, operational planning, organisational, business</p>	Application form and interview

	Essential	Method of assessment
	<p>process, time management, project/programme management.</p> <p>Excellent self-management skills and the ability to meet tight deadlines.</p> <p>Excellent networking and liaison skills; both within an organisation and on a local, national and international basis.</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	A post-graduate degree.	Application form
<b>Experience</b>	Experience of working with a relevant research funder or in a research environment.	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

### Values + Behaviours



#### Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



#### Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



#### Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



#### Inclusion

We treat everyone in our community equally and how they would like to be treated.



#### Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### **Enquiries about the vacancy:**

Name: Sally Puzey  
Job Title: S.Puzey@aston.ac.uk  
Email: Director Of Research Services

### **Enquiries about the application process, shortlisting or interviews:**

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2 aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

**Salary scales:** <https://www2 aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2 aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they are applying for is listed as an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

### **Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

## **Before you start and Right to Work**

### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

## **Equal Opportunities**

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its

Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.  
Individuals will not be identified by name.

### **Data Protection**

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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