



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Research Development Coordinator, Research and Innovation Service**



**Salary: Grade 6 (£27,511 - £32,817 p.a.)**

**Reference: CSRIS1130**

**We will accept flexible working arrangements**

## Research Development Coordinator Research and Innovation Service

**Are you an enthusiastic and driven individual with a broad knowledge of research funding available to UK researchers? Do you have a desire to be part of a research development team providing high quality support and guidance to academic colleagues to help to grow their research funding portfolios? Do you have a passion for communication and an ability to balance a demanding and varied workload?**

The University Strategic Plan (2014-2020) sets an ambitious target to grow research funding by 50% to £200m per annum by 2020. The UK Research Development Team plays a key role in supporting academics to develop high quality research and innovation proposals that will help to meet this target.

With strong analytical skills and experience of acting as a source of expert advice to a range of audiences, you will support the Research & Innovation Development Team to identify and map out funding opportunities across the University's diverse portfolio, working with key stakeholders to disseminate information effectively to the academic community.

In addition, this role will involve coordinating regular, high profile visits from funding organisations. You will be effective in communicating at all levels, and have excellent organisational and time management skills.

### **What does the role entail?**

As a Research Development Coordinator, your main duties will include:

- Conducting desk-based research to identify strategic research priorities and related major funding opportunities, including analysing and researching funder websites and literature to identify non-traditional funders;
- Acting as the key contact and co-ordinator between Departmental Heads and the administrative team to organise high profile visits from funding body representatives and influencers;
- Acting as the University specialist on research funding opportunities, offering support and advice to potential applicants and the wider Research & Innovation Development Team based in Faculties, Platforms and Themes;





- Working with the wider Research & Innovation Development Team to match and disseminate funding opportunities to relevant academic staff and research groups, supporting the effective promotion of opportunities through a variety of communications tools;
- Using Research Professional ([www.researchprofessional.com](http://www.researchprofessional.com)) to identify funding opportunities and training academic colleagues to use the tool;
- Organising and running bespoke workshops and briefings for colleagues across various disciplines on funding opportunities within the UK and globally;
- Drafting case studies to raise the profile of the University's research and innovation strengths;
- Working flexibly to ensure cover is available across the team at all times;
- Providing administrative support to funder facing strategy groups.

## What will you bring to the role?

As a Research Development Coordinator, you will have:

- A degree level qualification or equivalent professional experience;
- A good knowledge of how to identify, analyse and synthesise information from multiple sources;
- Experience of using and managing a variety of communication tools for disseminating information to different audiences;
- Experience of using databases and producing synthesised reports from them;
- An understanding of the role of universities in fostering research and innovation;
- Experience of writing compelling case studies for non-specialist audiences;
- Experience of acting as a source of expert advice and communicating complex or specialised information to colleagues with varying levels of knowledge or experience of the subject;
- Ability to establish and maintain relationships with a wide variety of people of varying levels of seniority both internally and externally to the organisation;
- Excellent time management and organisational skills;
- A pro-active approach to problem solving;
- Demonstrable attention to detail;
- Familiarity with Microsoft software packages (word, excel in particular).

You may also have:

- Experience of working in the Higher Education sector.



## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Lisa Hill, Head of Research Development**

Email: [L.Hill1@leeds.ac.uk](mailto:L.Hill1@leeds.ac.uk)

**Steph Morris, Head of Innovation Development**

Email: [S.Morris2@leeds.ac.uk](mailto:S.Morris2@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

