



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Support Officer, Leeds University Business School



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

Reference: CSFIN1071

We will consider job share and flexible working arrangements

Research Support Officer Leeds University Business School

Do you have experience of supporting the submission of external research grant applications? Do you have experience of managing research grant budgets, analysing data and producing accurate forecasts? Would you like to join a customer focused team that works across the full range of research support activity?

You will work closely with the Faculty Research Manager and other members of the Faculty Research Officer (FRO) to support the full portfolio of research support activity within the Faculty. The role will focus on providing support for pre-award activities including identifying funding opportunities, supporting the development of applications for external funding and ensuring that application are fully costed and submitted in line with sponsor terms and conditions. You will also support the provision of post award grants management and financial administration within the FRO. Working alongside other members of the FRO team you will also provide support for a range of wider research support functions that the Faculty Research Office performs.

What does the role entail?

As a Research Support Officer your main duties will include:

- Providing expertise in pre-award support ensuring compliance with internal and external policies and procedures including full economics costing, risk assessments and reviews, as well as supporting the writing of non-academic elements of proposals;
- Providing advice and guidance on funding opportunities, including bespoke searches for funding. Promoting funding opportunities to academic staff explaining how these can be exploited for the benefit of the Faculty;
- Proactively managing a portfolio of complex, collaborative research, KT and consultancy projects, providing expertise in post award regulations and procedures (both internal and external);
- Providing regular budgetary reports to academic and research staff to support the effective management of external research and consultancy funding;
- Providing advice and offering solutions to ensure that expenditure levels are maximised and the Faculty's research grant portfolio is forecast accurately;



- Providing support to benchmarking and similar activities undertaken within the Research Support Team;
- Working with other members of the team to support to internal research funding schemes and research related activities.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Research Support Officer you will have:

- Experience and knowledge of research systems and procedures;
- Experience of pre-award and funding development support;
- Experience of research grant finance administration;
- Excellent numerical skills;
- Excellent IT skills – Use of MSWord, Excel, PowerPoint and Access;
- Experience in data handling, production of management information and financial forecasting;
- Experience of presenting financial information to non-specialists;
- Excellent organisational and time-management skills;
- Excellent written and verbal communication skills;
- Excellent interpersonal skills with an ability to build credibility and trust with a wide range of people;
- Ability to plan and prioritise workloads and work to tight deadlines;
- Evidence of working pro-actively, proposing improvements and leading initiatives;
- Proven ability to solve problems.

You may also have:

- Experience of working in a Higher Education setting;
- Experience of working in a Research Support Office;
- Proficiency in the use of specialist University systems – SAP, Kristal, QLIKVIEW, Symplectic.



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:

Sarah Shaw, Faculty Research Manager

Tel: +44 (0)113 343 7016

Email: S.Shaw@lubs.leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is 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.

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.

