



Edge Hill  
University

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OF THE YEAR



## Research Grant Application Manager

**Reference:** EHA2279-0123  
**Salary:** £32,348 - £35,333 per annum  
Grade 7, Points 27-30  
**Contract Type:** Permanent  
**Hours:** Full Time (36.25 hours per week)  
**Location:** Ormskirk  
  
**Accountable to:** Director of Research Office  
  
**Reporting to:** Head of Research Support





## About the Role

As a key part of the research operations team in the central Research Office you will assist the Head of Research Support (HRS) in supporting academic colleagues with all aspects of research funding bid development, from identifying sources of funding through to supporting final bid submission. You will work closely with academic colleagues to help them submit high quality funding applications, increasing the number and value of funding applications and the success rate of those applications. This will include the accurate costing and pricing of research projects, reviewing applications, and ensuring they meet the application criteria.

You will maintain accurate records of applications, including financial data, in order to enable the generation of high-quality management information regarding bids and awards. You will help to ensure that applications for funding are compliant with University policies and any external research governance obligations that may apply. In this role, you will be required to work across a broad range of disciplines and funders, however, welcome applications from applicants with specialised experience within particular disciplines and with particular types of funders.



## Duties and Responsibilities

1. Leading on a portfolio of research funding applications, providing pro-active and comprehensive pre-award research funding support by reviewing application guidance issued by research funders, advising researchers on their applications for funding (including research budgets) and performing administrative and quality assurance checks on applications prior to submission including providing feedback where required. This includes the co-ordination of academic peer review of applications prior to submission.
2. As part of the research operations team, take a lead on promoting awareness and understanding sources of external research funding among academic staff, monitoring bid activity levels and building and maintaining effective relationships across the University.
3. Assist in the development of opportunities for academic staff development through the University's researcher development programme and to deliver training to staff in relation to funding bids and related activity. This will include the delivery of information briefing sessions on key funders, schemes, and funding opportunities.
4. Leading on a portfolio of grant applications, ensuring that all applications for research funding are costed and priced accurately and fully, working within the wider University policy framework and funder guidelines.
5. Lead the drafting of non-scientific elements of research grant proposals as required. Examples include the Justification for Resources sections of research council applications, statements of institutional policy on specific issues such as university policy on research leave/ sabbaticals.
6. Work with colleagues to undertake appropriate and proportionate due diligence checks on proposed external partners and projects, following University policy, best practice in the sector and all legal and regulatory requirements.
7. Work closely with and support faculty-based research support and administration staff across the University in the delivery of pre-award services, including the development and implementation of guidance on workflows, use of new and existing research management systems (e.g., Pure), and the promotion of external funding opportunities and bid support.





8. Ensure the efficient and safe handover of successful research funding applications to colleagues in the research contracts team and in post-award support roles. This will include ensuring that records are consistently and accurately maintained.
9. To have and maintain a detailed knowledge of the functioning and requirements of key funders including UKRI and its member Research Councils, Innovate UK, the National Institute of Health Research, and other major funders. This includes but is not limited to knowledge of grant application systems and grant allocation methods. You will act as a reference point/expert user on such issues for academics and administrators in the faculties.
10. Work with colleagues to optimise the University's reporting and promotion of its research and knowledge exchange activity, including via major annual submissions (e.g., the Higher Education – Business & Community Interaction Survey) and through collaboration with colleagues in PR/ Corporate Communications roles.
11. Contribute to the strategic development of the Research Office (RO) and the research administration infrastructure across the University.
12. Contribute to and represent the RO on internal committees, working and advisory groups.
13. Build and maintain effective working relationships across the University.
14. Contribute to the review, development and improvement of pre-award procedures and systems to facilitate efficient and effective pre-award support, innovating in order to improve the service provided.
15. Undertake other duties as required by the role or as identified by the Head of Research Support adopting a flexible and proactive approach.



**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

## Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

*Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).*

		Essential	Desirable	Method of assessment (A/S/I/T/P)
<b>Qualifications</b>				
1.	First degree or professional qualification or equivalent work experience	*		A
<b>Experience and Knowledge</b>				
2.	Experience of successful administration management in a complex and changing environment, preferably within a Higher Education Institution	*		A/S
3.	Good awareness and understanding of how research at Higher Education Institutions is funded	*		S/I
4.	Experience of successfully providing bid support, including costing and pricing, preferably within a Higher Education environment	*		S/I
5.	Experience of successfully initiating, developing, and managing projects within an agreed timeframe	*		S/I
6.	Experience of working with quality assurance systems and within a regulatory and policy framework	*		S/I
7.	Evidence of professional development	*		A/S
<b>Abilities and Skills</b>				
8.	Evidenced excellent IT skills, in particular advanced knowledge of Excel spreadsheets and other Microsoft packages	*		T
9.	Ability to communicate complex information clearly and concisely in written form and verbally, including through presentations	*		S/I
10.	Good analytical and problem-solving skills to develop and successfully implement solutions	*		S/I





11.	Ability to work accurately under pressure and to meet deadlines, demonstrating attention to detail	*		I
12.	Ability to create, monitor and control budgets within agreed levels of expenditure	*		S/I
13.	Ability to develop and maintain excellent working relationships, including ability to build strong, productive, and pro-active teams	*		S/I
14.	Ability to work effectively independently and under own initiative, displaying flexibility and proactivity	*		I
<b>Other</b>				
15.	Professional approach with excellent demonstrable customer care skills, including ability to handle sensitive information in confidence	*		I





## How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

***Application > Shortlisting > Interview > Outcome***

For informal enquiries about this vacancy, you may wish to contact: Chris Hughes, Head of Research Support, at [hughesch@edgehill.ac.uk](mailto:hughesch@edgehill.ac.uk).

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*

