

RESEARCH DEVELOPMENT EXECUTIVE/ SENIOR RESEARCH DEVELOPMENT EXECUTIVE - 1 Year Maternity Leave Cover

DIRECTORATE OF RESEARCH, INNOVATION & ENTERPRISE

Closing date: **10 November 2026**

Interview date: **To Be Confirmed**

Reference number: **RAI154A**



INTRODUCTION

Research, Innovation & Enterprise is seeking an enthusiastic individual to provide maternity leave cover in a proactive and comprehensive Faculty-facing role to support the ambitious growth of the University of Aberdeen's externally funded research portfolio. Identifying funding opportunities, providing expert advice, assistance in the development of research grant funding proposals and other aspects of bid support with the view of increasing the volume and quality of proposals.

Well organised, astute and highly motivated, we are looking for a dynamic individual to support the Faculty of Medicine, Health & Life Sciences with the ability to work both independently on your own initiative, and effectively as part of the Research Development Team within the wider RI&E &E, as well as developing excellent working relationships with colleagues in the NHS who support research activity. You'll be able to demonstrate an understanding of the UK health research funding landscape (including UKRI & NIHR), with experience of inputting into research bids and supporting clinical studies. Ideally, the candidate will have experience of project management and working in an academic or funding body environment. Applicants with relevant experience outside the medical or health fields are also encouraged to apply as there may be flexibility within the portfolio to enable the successful candidate to support an area that aligns with their expertise and experience. The University of Aberdeen is "open to all and dedicated to the pursuit of truth in the service of others", a foundational purpose upon which our institutional Strategic Plan Aberdeen 2040 builds, with commitment to be inclusive, interdisciplinary, international and sustainable. We endeavour to prioritise sustained research excellence to address five interdisciplinary challenge areas of our time: energy transition; social inclusion and cultural diversity; data and artificial intelligence; environment and biodiversity; and health, nutrition and well-being. These areas of societal relevance represent urgent and wide-ranging challenges which require complex solutions, that draw on both theoretical and applied knowledge.

Supporting this ambition, the Research Development Team is part of the Research, Innovation & Enterprise Directorate, consisting of teams of specialist advisors dedicated to maximising the University's research income, identifying and nurturing impact and facilitating interactions with external organisations. RI&E are the first point of contact for business, facilitating access to the University's expertise for Consultancy and Continuing Professional Development. RI&E works closely with colleagues in the University's Schools and has detailed knowledge of their research interests and expertise.

JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

The main purpose of this maternity leave role is to support the University's externally funded research portfolio, through increasing the acquisition of externally funded research grants and contracts. The Faculty of Medicine, Health & Life Sciences has ambitious targets for growing research awards and the Research Development team will make a key contribution to enabling this. The post sits within the University's Research, Innovation & Enterprise Directorate and will work closely with Faculties, researchers and their professional service teams.

Duties will include horizon scanning for research funding opportunities, ensuring their effective dissemination to specific Faculties and Schools, working with researchers to develop suitable research

applications, providing expert advice on all aspects of bid development, coordinating the grant application process and ensuring a timely set up of any required contracts with funders and collaborators. For applicants with relevant experience, the postholder will also assume a close working relationship with colleagues supporting clinical research studies in the NHS, research governance and quality assurance functions, contributing to the development of collaborative working practices and oversight and management of the University's clinical research portfolio.

KEY RESPONSIBILITIES:

- Primary role is to provide pro-active sustained support in the pursuit of health-related research funding, to increase the value, number and success rates in terms of new awards, including providing professional advice and critical feedback on project proposals.
- Develop a comprehensive knowledge of the research interests and expertise the Faculty of Medicine, Health & Life Science's academic community.
- Possess an excellent working knowledge of external funding bodies, and identify new sources of funding, with effective promotion of the opportunities to the research community.
- Liaise with a variety of external organisations and networks including other HEIs, research councils and other funding bodies, companies and working groups to develop strong relationships.
- Coordinate the research grant application and award approvals process, and assist in the review and negotiation of research related contracts.
- Work closely with the Faculty Executive Dean, Heads of the School, Institute Directors and Directors of Research as well as academic staff to develop tailored support programmes to assist the University in winning more research income.
- Collaborate with other members of Research, Innovation & Enterprise in the identification of impact and commercial opportunities arising from research.
- Contribute and to the delivery of the Grants Academy programme of training and events
- Undertake any other duties as directed by the Head of Research Development
- Where candidates have relevant experience: provide a key role at the interface between clinical research contract management and research governance, with a key responsibility to ensure effective partnership working with the NHS in relation to clinical research, contribute to clinical study oversight and identify and act on reputational, financial and governance risks to the University.
- Demonstrate comprehensive knowledge in the area of clinical trials.
- Develop in depth knowledge in areas which become critical to performance of role, e.g. management of personal data and funder bullying and harassment policies and take a lead in developing and disseminating new working practices.
- Lead and coordinate University representation on large complex projects involving the Faculty. Act as a University representative in negotiations and discussions with high profile stakeholders, providing accurate briefings to senior staff to inform decision making. Applicants with relevant experience outside the medical or health fields are also encouraged to apply as there may be flexibility within the portfolio to enable the successful candidate to support an area that aligns with their expertise and experience..

You will be educated to degree or postgraduate qualification (or equivalent) as well as have significant and relevant work experience within a university, research funder or industry R&D setting.

You will have a good knowledge of the main UK funders of research, with a track record of understanding funders' guidelines, summarising technical information, and demonstrating attention to detail.

The role will contribute to service and policy development by working closely with researchers and professional services staff to increase the University's research income, including engaging with national and international organisations supporting and developing strategic partnerships and networks.

Demonstrable experience of writing and editing descriptive and financial information from diverse sources is expected. Project management experience within a research/industrial environment or with administrative experience would be advantageous.

Senior Research Development Executive

Appointment as a Senior Research Development Executive is available for those candidates that have extensive experience of independently leading and coordinating large complex projects involving high profile stakeholders. As well as experience supporting clinical & human-based research, including prior experience of working across University-NHS interface. Candidates at this level shall be expected to meet the person specification for appointment at Grade 8.

TERMS OF APPOINTMENT

Senior Research Development Executive appointment will be at the appropriate point on the Grade 8, £61,165 – £68,817 per annum and negotiable with placement according to qualifications and experience.

For Research Development Executive appointment will be at the appropriate point on the Grade 7, £48,337 - £57,666 per annum and negotiable with placement according to qualifications and experience.

Any appointment will be made subject to satisfactory references and probation period.

For further information on various staff benefits and policies please visit www.abdn.ac.uk/staffnet/working-here

This role is based in the UK and as such the successful candidate will be required to live and work in the UK.

Prior to employment, the successful candidate must be able to demonstrate their right to work in the UK. This role may be eligible for sponsorship under the Skilled Worker route under the UKVI immigration rules but is dependent on factors specific to the candidate and if tradeable points can be used under the rules.

Information on other visa options is available at <https://www.gov.uk/check-uk-visa>.

Please do not hesitate to contact Elle Paterson, HR Adviser (e-mail: elle.paterson@abdn.ac.uk) for further information.

The candidate appointed to this post may be eligible for homeworking on an occasional or regular basis. For more information please refer to our [Homeworking Policy](#).

AT A GLANCE

SALARY:

Grade 7/8

Grade 7- £48,337 - £57,666 per annum

Grade 8 - £61,165 – £68,817 per annum

HOURS OF WORK:

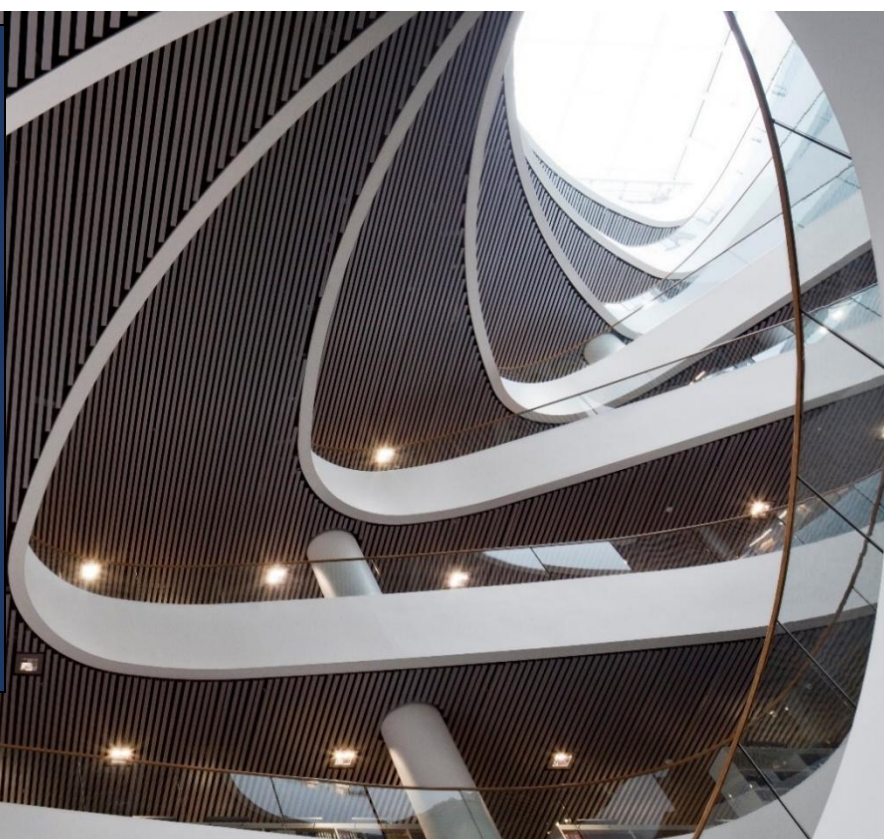
37.5 hours per week

CONTRACT TYPE:

Fixed Term, Maternity Leave Cover (12 Months)

LOCATION:

Aberdeen



PERSON SPECIFICATION

SENIOR RESEARCH DEVELOPMENT EXECUTIVE – Grade 8

	ESSENTIAL	DESIRABLE
Education/Qualifications Academic, technical and professional education and training	Degree in an appropriate discipline or extensive relevant experience within a similar role	- Postgraduate degree in an appropriate discipline - Project management qualification or business related discipline
Work and Other relevant experience (including training) e.g. Specialist knowledge, levels of experience, supervisory experience, research	- Extensive knowledge of the main UK health & life science research funders and their requirements for funding - Substantial grant or tender writing experience or demonstrable bid development of successful grant applications - Ability to summarise the requirements of external funders of research and to summarise technical information - Experience of curating and delivering workshops, networking events and similar, leading to successful, actionable outcomes - Experience of interpreting and advising of regulations and procedures, providing advice and training to others - Proficiency in working with standard office IT applications, digital media and use - Experience of holding roles with 'external-facing' responsibilities of representing their organisation to high profile external stakeholders - Project management experience within academic, or industry setting or funding body experience or several years' experience of working in a research support role	Prior experience of supporting/involvement in health-related regulatory external audits

ESSENTIAL

- Good Understanding of regulatory and governance requirements for human-based research (post holder will not be undertaking a governance role directly but will require good understanding of requirements in order to work effectively with other sections)
- Extensive experience of leading and coordinating successful delivery of large complex projects involving high profile stakeholders
- Experience supporting clinical & human-based research, including prior experience of working across University-NHS interface.

DESIRABLE

Personal qualities and abilities

e.g. initiative, leadership, ability to work on own or with others, communication skills

- Ability to maintain productive working relationships across a ranges of specialisms, internal and external stakeholders.
- Excellent written and oral communication skills with the ability to influence, persuade and advice others on technical and regulatory concepts.
- Strong analytical and problem solving capability with ability to summarise and convey to others.
- Ability to motivate and support others and build team morale.
- Advanced planning, organisational and prioritising skills.
- Innovative and creative – ability to generate new ideas and recommendations for change/improvement
- Ability to manage a varied and demanding workload, working independently to achieve targets
- Ability to work as part of a team and to provide support to other team members.
- Commitment to personal development

Other

e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.

ESSENTIAL

- Some travel may be required, including overseas

DESIRABLE

	ESSENTIAL	DESIRABLE
Education/Qualifications Academic, technical and professional education and training	Degree in an appropriate discipline or extensive relevant experience within a similar role	- Postgraduate degree in an appropriate discipline - Project management qualification or business related discipline
Work and Other relevant experience (including training) e.g. Specialist knowledge, levels of experience, supervisory experience, research	- Extensive knowledge of the main UK research funders, preferably in health/medical life sciences fields, and their requirements for funding - Substantial grant or tender writing experience or demonstrable bid development of successful grant applications - Ability to summarise the requirements of external funders of research and to summarise technical information - Experience of interpreting and advising of regulations and procedures, providing advice and training to others - Proficiency in working with standard office IT applications, digital media and use - Project management experience within academic, or industry setting or funding body experience or several years' experience of working in a research support role - Good Understanding of regulatory and governance requirements for human-based research (post holder will not be undertaking a governance role directly but will require good understanding of requirements in order to work effectively with other sections)	Experience of curating and delivering workshops, networking events and similar, leading to successful, actionable outcomes
Personal qualities and abilities e.g. initiative, leadership, ability to work on own or	Ability to maintain productive working relationships across a ranges of specialisms, internal and external stakeholders.	

	ESSENTIAL	DESIRABLE
with others, communication skills	• Excellent written and oral communication skills with the ability to influence, persuade and advice others on technical and regulatory concepts. • Strong analytical and problem solving capability with ability to summarise and convey to others. • Ability to motivate and support others and build team morale. • Advanced planning, organisational and prioritising skills. • Innovative and creative – ability to generate new ideas and recommendations for change/improvement • Ability to manage a varied and demanding workload, working independently to achieve targets • Ability to work as part of a team and to provide support to other team members. • Commitment to personal development	
Other e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.	• Some travel may be required, including overseas	

open to all and dedicated to the pursuit of truth in the service of others

The University of Aberdeen is a broad based, research intensive University, and we put students at the centre of everything we do. Outstanding in a wide range of discipline areas, Aberdeen is credited for its international reach and commercialisation of research ideas into spin out companies. The University has over 16,000 matriculated students and 3,600 staff representing 130 nationalities. We encourage bold thinking, creativity and innovation, and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges and inspires.



CURRENT CONTEXT

The University continues to uphold the principals of the foundational purpose. We remain committed to delivering positive change both locally and globally. We work together and with our partners in an interdisciplinary way, catalysing world-leading research in our areas of strength: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing. We are investing in our future and have committed £100m to upgrading our campus, including the new fully digitised Science Teaching Hub, the regeneration of the historic King's Quarter and a new Business School building. Our commitment to our students, campus and community has led to us being named a Top 20 UK institution in two major league tables¹ and 4th in the UK for overall student satisfaction².

¹ The Times and Sunday Times Good University Guide 2023 and the Guardian University Guide 2023

² National Student Survey (NSS) 2022

ABERDEEN 2040

On our 525th anniversary as a University we launched [Aberdeen 2040](#), our strategic vision for the next 20 years. Four strategic themes will shape our learning and discovery, underlined by 20 commitments we have made against each theme:

- **Inclusive**
We welcome students, staff and partners from all backgrounds, organisations and communities. We value diversity.
- **Interdisciplinary**
We innovate in education and research by generating, sharing and applying new kinds of knowledge. We learn together.
- **International**
We connect with others and extend our networks and partnerships around the world. We think across borders.
- **Sustainable**
We understand and nurture our environment, and take care of our resources, including our people and finances.

We work responsibly.

OUR EDUCATION

Recognised as the Scottish University of the Year in the Times and Sunday Times Good University Guide 2019, we remain true to our roots as an ancient Scottish university, combining breadth and depth in our degree programmes and drawing strength from the quality of our research. Our flexible curriculum encourages students to grow as independent learners and therefore to thrive as graduates in the diverse workplaces of the future. Our education is open to all and we are setting ambitious targets to further widen access.

OUR RESEARCH

Researchers at the University of Aberdeen have been at the forefront of innovation and excellence throughout the centuries, generating insights in medicine, science, engineering, law, social sciences, arts and humanities. This research has contributed to five Nobel prizes as well as other awards such as the Queen's Anniversary prize. Our research is intellectually rigorous working within our established areas of excellence as well as new methods of enquiry. We will continue to generate new knowledge addressing economic and societal issues with ambition and imagination, ensuring that it is globally excellent and locally relevant.

INTERNATIONAL

Aberdeen is increasing its international presence, positioning the University as a global organisation and building on established global partnerships around the world, including Qatar, China, North America, Europe. We feature in the top 50 institutions worldwide for international students³.

³ Times Higher Education World University Rankings 2021



IMPACT

In 2020 the University signed the United Nations Sustainable Development Goals accord, solidifying our commitment to developing the world in a sustainable way. In 2022 we were listed in the global Top 100 for 8 of these goals⁴.

Our highly cited work in zero-carbon technology and global outlooks makes us Scotland's best institution for environmental research⁵.

⁴ Times Higher Education Impact Rankings 2022
⁵ QS World University Rankings 2022

THE DIRECTORATE OF RESEARCH, INNOVATION & ENTERPRISE

The Directorate of Research, Innovation & Enterprise provides end to end support for research, knowledge exchange and enterprise activities of the university, working with both with our academics as well as external stakeholders to maximise the societal impact of our research.

The Directorate is responsible for research policy, strategy and governance, management of the institutional Research Excellence Framework submission, the management of research grant applications and awards, administration of income (research, consultant and knowledge exchange activities), supporting the impact of the research portfolio, commercialisation of university intellectual property (including spin-outs and starts ups), the management of academic conference and bespoke short courses, as well as hosting of the institutional Post Graduate Research School.

Consisting of teams of specialist advisors dedicated to maximising the University's research income, identifying and nurturing impact and facilitating interactions with external organisations, RI&E are the first point of contact for business, facilitating access to the University's expertise for Consultancy, Continuing Professional Development, research activity and expertise.

ABERDEEN AND ABERDEENSHIRE

Scotland's third largest city, Aberdeen sits on the coast between the mountains of Aberdeenshire and the stunning North Sea coastline. The Aberdeen City region is a can-do place that is actively investing, at scale, in its future.

Renowned as a Global Energy Hub, Aberdeen is a vibrant, entrepreneurial region, home to a unique mix of business opportunities and specialist skills across various sectors including energy, technology, life sciences and food & drink. More than 20% of Scotland's top businesses are located in this region which is taking great strides to ensure that it continues to compete on a world stage. Investments of more than £10 billion of public and private infrastructure is due to be delivered before 2030, marking an exciting time to be part of a genuine world-class location.

Built from sparkling local granite Aberdeen has earned the name of the Silver City. As the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live, work and study. Due to its global business and international energy industry credentials, Aberdeen is well served by local and national transport infrastructure with excellent rail networks that run both North and South of Scotland and the rest of the UK. It also acts as an international travel hub. Flying time to London is just over one hour with regular daily flights and serves international travel to European centres such as Amsterdam (Schiphol) and Paris (Charles de Gaulle) as well as flights to other European destinations.

The City and the surrounding countryside provide a variety of urban, seaside and country attractions. Aberdeen has first class amenities including [His Majesty's Theatre](#), [Music Hall](#), [Art Gallery](#), [the P&J Arena](#), [Museums](#), and [Beach Leisure Centre](#). The City is framed by its accessible beach front which is within a short walk of the city centre and there are an array of activities available across the region such as hill walking; mountaineering; sailing; surfing; salmon, trout and sea fishing; golf; sailing; surfing and windsurfing. The surrounding countryside, known as Aberdeenshire, is also one of Scotland's most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

The city and the surrounding area have ranked consistently highly in nationally recognised quality of life surveys, coming out top 10 as one of the best places to live in Scotland in 2020 in the annual Bank of Scotland survey.

To find out more visit www.visitabdn.com

EQUALITY AND DIVERSITY

The University values a diverse working environment and recognises the benefits this can bring. The University is keen to receive applications from individuals from across all of the equality protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

The University supports opportunities for flexible working for a range of reasons and has policies in place to facilitate this. The policies can be found at <https://www.abdn.ac.uk/staffnet/working-here/flexible-working--5607.php>.

The University's commitment to gender equality has been recognised through the achievement of an Athena SWAN Bronze award at an institutional level and across all its subject areas. The University is also a Stonewall Diversity Champion to further LGBT+ equality.

The University is signed up to Advance HE's Race Equality Charter, affirming the University's commitment to the charter's aim of improving the representation, progression and success of minority ethnic staff and students within higher education.

Candidates who are British Sign Language (BSL) users can contact us directly by using [contact SCOTLAND-BSL](#).

The University is delighted to be accredited as a [Disability Confident](#) employer and strives to ensure that disabled staff and students have the opportunity to work and study in an inclusive, accessible and supportive environment.

www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277

HOW TO APPLY

Online application forms are available at www.abdn.ac.uk/jobs

The closing date for receipt of applications is **10 November 2026**

Should you wish to make an informal enquiry please contact:

Dr Juliette Snow, Head of Research Development, Research, Innovation & Enterprise.
01224 437094
j.e.snow@abdn.ac.uk

Please do not send application forms or CVs to Dr Snow.

Please quote reference number **RAI154A** on all correspondence