Research Development Officer

Research and Innovation Services
London South Bank University

Candidate pack | November 2026

Reference No. REQ12717



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About Us

Professional and technical education has been central to LSBU Group's mission since our founding in 1892. Today, as London's first integrated tertiary education group, we continue to lead the way on learner-centred, skills-focused education.

Comprising London South Bank University, South Bank Colleges and South Bank Academies, connectivity lies at the heart of all we do.

Since 2019, LSBU Group has grown beyond its three founding institutions to form a powerful network of learners, staff, alumni, employers and policymakers – united in our mission: *to challenge social and economic inequalities through applied education, insight and partnership*.

We are a powerhouse for inclusive education, enterprise and economic growth, connecting potential to opportunity and enabling people to thrive. Our Group network enables us to create learning pathways and connect people and organisations. This ensures learners are supported through the education system to achieve their full potential and can contribute their skills and energies locally and to wider society.

Our new strategy, **Connecting**, sets out a bold, ambitious vision for LSBU Group and it's developed in collaboration with colleagues, student groups, partners and stakeholders. Focused on delivering good jobs for all our learners, we are proud to be employer and skills led, delivering excellent professional and technical teaching which supports future talent and careers to deliver impact for London and beyond.

Through **Connecting**, we will redefine tertiary education for a global, technology-driven economy – rooted in London.

About the Research and Innovation Services department

This professional services group works closely with academics to leverage the opportunities, funding and partnerships required to realise LSBU's research, innovation and enterprise ambitions. The team provides expert guidance and professional support to researchers tackling a broad range of social, economic and environmental challenges, facilitating the development of impactful solutions to real-world problems. Core responsibilities include the costing and pricing of projects, submission of grant funding applications, intellectual property protection, facilitation of civic and economic development activities, and promotion of enterprise services including short courses, contract research and consultancy.

The team is also responsible for connecting academic expertise with external organisations seeking cutting-edge R&I solutions, such as businesses, charities, non-profit organisations, NHS bodies and government departments. They support a broad range of business development programmes and local regeneration schemes. Since 2016, they have helped SMEs to access over £24m in State Aid Funding for activities including the creation and testing of new products, hiring and training of staff, development of business skills, consultancy, mentorship, equipment hire and facilities access.

As well as facing outward, supporting external partnerships and collaborations, the team plays a vital role in enhancing the University's internal research environment and culture, and curating the institutions REF submissions. This takes a variety of forms, from training early career researchers to communicating the impacts LSBU research, whilst ensuring strong governance of research, innovation and entrepreneurial activity.

Working for us

Turning passion into purpose

Our ambition is to create educational pathways that empower people of all backgrounds and talents to realise their aspirations, add to the knowledge base, and contribute their skills and drive to wider society.

To realise our ambition, we need people with energy, courage, and imagination, who are enthused by our vision and recognise our values as theirs; people who bring ideas to enrich our approach to learning, research and innovation; collaborative people who love creating and spreading knowledge; brilliant people who seek growth and yearn to make a positive, personal difference.

At LSBU, you will get to contribute to a vibrant and dynamic culture, which is fuelled by purpose, built around people, and is genuinely diverse. You will be trusted and recognised for your unique contribution.

You will be part of a great team, turning your passion into purpose.



Top 10

We continue to be recognised as a leading global university for Reducing Inequalities.

(Times Higher Education Impact Rankings, 2025)

Graduates earn more

Our graduates are the highest paid on average amongst all London Modern universities.

(LEO, 2025)



Job Description

Grade: 6

Reporting to: Research Development Manager

Line Management Responsibilities: N/A

Key Responsibilities

1. Horizon-scan for research funding opportunities that fit with LSBU areas of research strength and bid strategy.
2. Support the development of disciplinary and interdisciplinary research proposals by providing costing and pricing services and advice to LSBU investigators.
3. With the RDM and other RIS colleagues, provide training and briefing sessions to research staff on key funding opportunities and approaches to bid writing.
4. Guide and advise researchers on areas of University and funder research policy and best practice, including regarding open access, data management, research integrity, and ethics
5. Coordinate the development and submission of grant applications, ensuring proposed projects are costed and priced correctly, are compliant with funder terms, and maximise cost recovery for the institution.
6. Coordinate internal approval processes for grant submissions and liaise with counterparts at collaborating institutions to ensure the timely collation of costing and related information ahead of bid submissions.
7. Ensure that costs are accurately calculated in accordance with TRAC and FEC methodology; that key details are communicated to investigators in a clear and timely fashion; and that key project information is recorded on LSBU systems and filed appropriately, including for audit and financial reporting purposes.
8. Maintain accurate records of bidding activity and completion of standard LSBU operating processes, including completing relevant fields in the Research Management System and saving relevant documentation to the project record.
9. Work closely with relevant RIS colleagues, including: the Innovation & Strategic Projects team, to optimise bid outcomes and explore the future commercial potential of research results; the Research Impact Manager, to coordinate impact-related aspects of bids; and the RDM, to ensure consistent service provision across research areas, in accordance with agreed practices and procedures.
10. Perform other duties in line with the Group corporate strategy as may reasonably be requested.

Person specification / Selection criteria

A. Educated to degree level or with equivalent experience (Essential)
B. Successful track record of writing and submitting research grant applications for a range of calls and to a variety of funders (Essential)
C. Experience of working with a broad range of research funding bodies including research councils, charities, and other stakeholders (Essential)
D. Understanding of research costing and pricing principles, including full Economic Costing, TRAC methodology and differences in cost eligibility and funding rules across funder types. (Essential)

E. Experience of coordinating research proposal development and advising academics and/or professional colleagues on proposal structure, alignment with assessment criteria and project deliverability (Essential)

F. Experienced at organising and facilitating cross-school workshops or sandpit events, and delivering training to academic and/ or professional colleagues in areas of expertise (Essential)

G. Experience of preparing accurate research budgets, maintaining records in research management systems and coordinating internal approvals for submission (Essential)

H. Good understanding of the UK and international research funding landscape (Essential)

I. Ability to analyse and interpret data and present findings in a succinct format (Essential)

J. Good interpersonal and communication skills (written and verbal), including the ability to present information clearly and accurately (Essential)

K. Able to foster and sustain effective working relationships with a range of colleagues and stakeholders (Essential)

L. Good understanding of current UK research policies and national priorities, in particular around Open Data / Open Research, Research Integrity, Research Governance, and Ethics (Desirable)

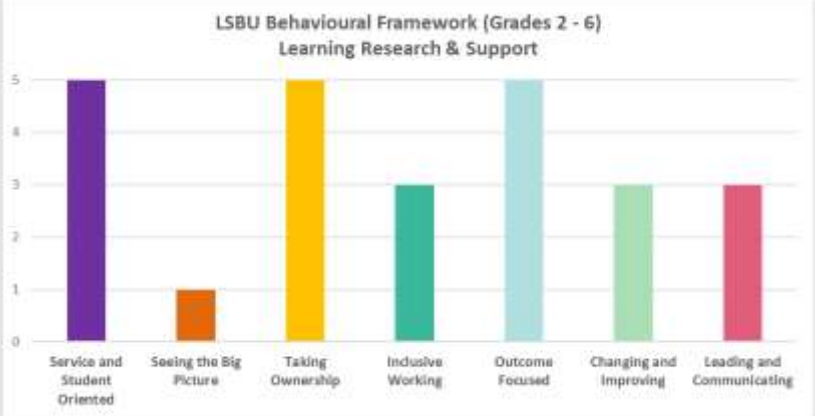
LSBU Career Pathways and Behaviour Framework

LSBU has developed a range of Career Pathways for Professional Services Group (PSG) roles. They include 8 different "job families" of roles which share common characteristics and require broadly similar skills and competencies. Job families are a way of describing work across the organisation that can support career planning and development, and the pathways identify skills and competencies for different grades within each job family. The Career Pathways document can be found **here.**

This post falls within the Learning & Research Job Family.

The PSG Career Pathways should be read alongside the **LSBU Behaviour Framework** as this describes the behaviours expected at each grade, and successful candidates should be able to demonstrate how they meet the core behaviours detailed.

Whilst all elements of the Framework are important for every role, the chart below indicates which areas we will be focusing on most during the recruitment process for this role. Candidates should therefore ensure that they provide evidence of these behaviours in their application or supporting statement and be prepared to respond to behaviour focussed interview questions.





Applicant Guidance

Please apply with your CV and a covering letter. Please state the post title and reference number clearly on both. Please address all the selection criteria in your covering letter, ensuring it is no more than 2 pages.

The Behavioural Framework criteria outline how we carry out what we do, so please reflect your behaviours and approach within your responses to the skills and experience required within the person specification rather than addressing them as separate criteria.

You will receive an email confirmation that your application has been received.

Pay and Benefits

Grade and Salary:

This post is Grade 6, the full-time salary range is £37,973 - £43,699 per annum (pro-rata), inclusive of £5,251 London Weighting.

Contract type:

Part-time (0.8 FTE), Permanent

Hours of Work and Working Pattern:

The basic working week will be 28 hours, worked between Monday to Friday; 9.00am to 5.00pm. The university currently operates hybrid working, with the opportunity to work 40% remotely subject to operational requirements.

For details of annual leave entitlements, pension, professional development opportunities and our other great benefits, please visit the LSBU employee benefits page.

Equality, Diversity, and Inclusion

The diversity of LSBU's staff and students is a source of our strength and the richness of ideas and perspectives that this diversity brings makes LSBU a truly distinctive place to work. We aim to make our recruitment and selection process accessible to all, so please contact us to discuss any support you need.

Whilst we recognise the benefits of using AI in other aspects of life and in work, we encourage you to showcase your own knowledge and skillset using your own unique voice throughout the application process, and when invited to interview.

We are happy to talk flexible working and reasonable adjustments.

We look forward to receiving your application and thank you for your interest.