EU Research Coordinator (Development & Pre Award)

Department: Faculty of Social Sciences

Hours of work: Full time | 37 hours per week

Contract type: Fixed term - 3 years

Salary: Grade 6 | £38,448 - £46,970 per year

Grade: 6 **Ref**: 9106

Introduction

The University's research support service exists as a single, interconnected institution-wide community of practice, delivering operational research services through a line management structure that links back to the Research, Innovation and Knowledge Exchange (RIKE) directorate. The structure is built around three faculty-facing teams that provide end-to-end operational support for externally-funded research and research-related projects, throughout the project lifecycle.

The support provided by the end-to-end support team covers the following three areas of activity:

- Pre-Award (working with academics to create budgets, handling internal approvals processes and project management of submission process)
- Post-Award (accepting awards, setting up budgets and managing finances throughout lifecycle of grant)
- Environment and Development (supporting strategic thinking around funding, helping academics to engage with new opportunities, and supporting the creation of a strong departmental research environment)

Main purpose of the role

The main purpose of this new role is to provide specialist support on EU research funding to enable academic staff to develop and submit competitive funding applications. This forms part of a strategic investment by the Faculty of Social Sciences to support the aspirations of our academic departments to increase our EU research income. This role will focus primarily on research development of new bids but also support the full pre-award process, ensuring compliance with funder expectations. This will encompass a variety of different schemes focusing on Excellent Science (Pillar 1), Global Challenges and European Industrial Competitiveness (Pillar 2) within Horizon Europe.

In addition, this role will support the development of Faculty research themes, working with academic theme leads, with the intention of developing external grant capture.

The role be part of a Faculty team of Research Environment, Development and Pre-Award Coordinators and Officers and will work collaboratively and flexibly to share best practice, develop faculty wide approaches, provide support for team members and cover for absences. The role is line managed by the Faculty Research Environment, Development and Pre-Award Team Leader.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

- Work proactively to maintain a high level of knowledge about EU research and innovation funding programmes, procedures and regulations, acting as the key point of contact in the Faculty for EU funding. This includes attending information sessions and training on EU funding schemes and active engagement with external networks and contacts, such as National Contact Points and UKRI Horizon Europe.
- Undertake horizon scanning of EU research funding and identify academics and groups with the relevant profile and expertise to apply. This will also include interrogating University and external systems to perform benchmarking of competitors, analysing success rates, identifying York research strengths and prospective partners, and emerging funding trends.
- Work proactively in the development and delivery of EU research funding strategies, both at faculty & departmental level.
- Work closely with academics to support the development of successful EU research proposals, advising on structure and content, assisting on writing the non-technical elements (e.g. impact, data management), developing and coordinating consortiums, reviewing and providing expert advice and feedback, organising associated internal processes as required (e.g. peer review, internal triage and mock interviews), advising on resource requirements and eligibility.
- Work closely with academics to manage the pre-award processes for EU research proposals, including planning timelines for proposal submissions, project managing the overall development of the proposal, co-ordinating the gathering in of information from collaborators and partners, advising on what is required in specific proposal sections, carrying out accurate Full Economic Costings using university systems, checking all proposal data, costs and documentation and enter budgets on to funder portals, organising internal approvals and timely and correct submission of each grant application in portfolio, adhering to University and funder rules.
- Communicate funding opportunities to the Faculty academic community and raise awareness of the different funding schemes for example at internal briefing and training sessions, including across other faculties where relevant.
- Develop a set of resources to share best practice around EU research funding such as a tool kit of useful templates and guidance for academics and pre-award colleagues supporting EU applications, capturing and disseminating lessons learnt from successful and unsuccessful applications, liaising with and learning from partner institutions such as Maastricht University and CITY College.
- Monitor, assess and provide advice to academic and professional services colleagues on the disciplinary expertise and success of external consultancy/consortium development services that support Horizon Europe and other EU funding programmes.
- Support the development of Faculty research themes, working with academic theme leads, with the intention of developing successful interdisciplinary research proposals.
- Work flexibly as part of the Faculty Research Environment, Development and Pre-award team including providing cover where required and ensuring a consistently high service level is maintained

2. University of York Responsibilities for Grade 6

Service and Operational Delivery

- Oversee a responsive and proactive support service to ensure service expectations are met.
- Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
- Contribute to operational leadership teams and decision making to shape the nature and level of support services.
- Implement changes to the design and development of a service.
- Accountable for delivery of a service within a defined area or defined responsibilities.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement

- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills for self and others.
- Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution

- Provide advice to stakeholders in relation to complex policies, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
- Plan and manage longer term programmes of work, monitoring progress as required.
- Hold a significant role in / Lead the delivery of projects or development work which contributes to University-wide initiatives

Health and Safety

- All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety & Emergency Procedures.
- Where you are responsible for line managing people you will have a key role in implementing Faculty/Department local health and safety management arrangements and monitor and check the effectiveness of them.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Person specification

	Essential / Desirable
Role Specific	
Knowledge of higher education research, including the funding landscape	**Essential**
Good knowledge of EU research funding programmes	**Essential**
Experience in supporting the development, preparation and submission of research funding applications, including for EU research funding	**Essential**
Excellent numeracy skills, competent working with complex project budgets, demonstrating accuracy and attention to detail	**Essential**
Able to effectively organise and prioritise work and follow procedures in order to produce work to a high standard to required deadlines	**Essential**
Proactive approach to solving complex problems, including resolving issues escalated from the team	**Essential**
A demonstrable track record in supporting successful large scale EU research funding proposals, including for collaborative projects.	**Desirable**
Experience of navigating research culture, policies and processes in a complex organisation	**Desirable**
Experience of interdisciplinary research activities	**Desirable**
Experience of developing and delivering resources, training, and best practice sessions	**Desirable**
University of York Person Specification for Grade 6	
Qualifications:	
Level 3 qualification. (Qualifications at this level include A levels. Please view the full list.) We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.	**Essential**
Skills - demonstrates the ability to:	
Taking ownership for / Hold a significant role in the delivery of distinct pieces of work e.g. leading a project	**Essential**
Gather, analyse, interpret and report complex data/information	**Essential**
Use digital technologies including Google applications and/or Microsoft Office	**Essential**
Communicate effectively in verbal and written formats, including the use of a variety of digital tools	**Essential**
Behaviours:	
Works collaboratively with others	**Essential**
Delivers a quality service	**Essential**

Develops self and others	**Essential**
Actively champions respect, inclusivity, equality and diversity	**Essential**
Identifies and implements continuous improvement	**Essential**