



Funding Officer (International)

Unit	Strategic Research Funding (International) Team		
Directorate	Research And Knowledge Exchange Services (www.strath.ac.uk/rkes/)		
Staff Category	Administrative and Professional	Reference No	642360
Reports To	European Programmes Manager	Grade	7
Salary Range	£36024 - £44263	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	24/09/2024
Holidays	31 days + 11 statutory days Option to purchase additional holidays.	On Site Facilities	Car parking, sports centre, catering.
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

Job Advert

This is an exciting opportunity to join the Strategic Research Funding (International) Team in Research & Knowledge Exchange Services (RKES, the central research office of University of Strathclyde), The Strategic Research Funding Team in RKES support funding applications and enable relationships with funders and collaborators. RKES provides a range of other professional services including: research policies, governance, data, assessment, REF. contractual agreements, impact funding, public engagement, network development, etc.

The post-holder will work with team colleagues and academic staff to provide extensive and user-friendly information and intelligence in relation to key relevant international funding agencies and providing guidance and assistance in submitting optimally written bids to the funding bodies concerned, in terms of their respective aims, criteria and cultures.

Candidates will have experience of project development, ideally with an international perspective, and preferably with some experience of working in Higher Education. The appointed person will have to demonstrate energy, initiative, the ability to work under pressure, often against tight deadlines, and to be able to work on own initiative and as part of a team.

Job Description

Brief Outline of Job:

The appointed person will work closely with colleagues in the Strategic Research Funding Team to promote opportunities and support applications for research funding for from international sources on a global scale to the Strathclyde academic community, and to staff within the University's Strategic Themes, its Research Clusters, and its International Strategic Partnerships.

Main Activities/Responsibilities:

1.	Work with staff of the Strategic Research Funding Team, and throughout the academic community of the University, in the development of a substantive portfolio of new research, knowledge exchange and education activity for the University funded by international funders throughout the world.
2.	Develop specialist understanding to provide advice on funding opportunities on a global scale, including the relevant European Union programmes, schemes of international funding agencies, and in-country programmes world-wide to which UK universities can apply.
3.	Play a key role in dissemination of information and intelligence on international funding opportunities throughout the University in an effective and regular way, through updating and maintaining SharePoint sites, email, presentations, etc.
4.	Host detailed meetings with staff of the University as needed in order to identify, discuss, and pursue international funding opportunities.
5.	Present detailed seminars/webinars to relevant audiences of Strathclyde staff on international funding opportunities, containing critical information and intelligence on successful bidding.
6.	Develop, update and maintain the guides to international funding offered to staff that help in the understanding of the aims, principles and criteria involved in bidding to the funding bodies in question.
7.	Read and review the content and presentation of applications to international funding bodies, based on a clear understanding of the aims, priorities and assessment cultures of the funders involved.
8.	Develop rapidly a thorough knowledge and understanding of the University's Strategic Themes, Research Clusters and International Strategic Partnerships, with a view to helping their leaders and staff active within them to identify and pursue international funding for relevant activity successfully.
9.	Interface effectively with the rest of Strategic Research Funding and other teams in RKES, such as the Grants and Contracts Team, in the context of the Directorate's overall aims of securing substantial amounts of funding for the University from external sources.
10.	Work in a collegiate manner across the Directorate and the wider University to enable RKES to continue to operate as a creative, productive, welcoming and supportive environment.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

D1 Engagement with relevant professional bodies (e.g. ARMA, EARMA, PraxisAuril, etc.)

Experience

E1 Experience of a business or project development role that includes bidding for competitive funding

E2 Interaction with staff of varying levels of seniority (internally and externally) in pursuit of organisational goals

E3 Experience of making judgements and providing recommendations in a strategic business development context

D2 Knowledge of international funders, such as the European Commission, in-country funders, and the UN and World Bank systems

D3 Experience of working in the Higher Education sector, or for a funder of academic activity, in relation to research, knowledge exchange and education

Job Related Skills and Achievements

E4 Excellent interpersonal skills, including the ability to inform and influence others, internally and externally, including senior colleagues

E5 Proficient written and verbal communication and presentational skills, including the ability to transfer key knowledge and intelligence to others

E6 Strong organisational and planning skills, including the ability to work under pressure, prioritise workload, and multi-task, in order to meet schedules that include tight deadlines

E7 Ability to work with attention to detail and to a high level of accuracy

E8 Computer literate, with good working knowledge of MS Word, Excel and PowerPoint, development and maintenance of content-based management systems

E9 Ability to develop effective working relationships with staff in all areas, at all levels, internally and externally

E10 Analytical skills, including the ability to interpret and summarize complex information, rules and regulations

Personal Attributes

E11 Self-confidence, energy and initiative

E12 Ability to work confidently on own initiative and as part of a team

D4 Desire for continual improvement through learning development opportunities and self-learning

Other Relevant Factors

D5 A willingness to undertake occasional travel, with the UK and abroad

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Katie Robinson, European Programmes Manager (katie.robinson@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 11/10/2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

