

Pre-Award Research Manager

POSITION OVERVIEW

Location	Remote working and London-based (as per business requirements) Devon House, E1W 1LP
Term	Permanent
FTE	1 FTE
Salary	£40,000 - £45,000 dependent on experience
Benefits	Benefits package including 25 days holiday allowance pro rata (excl. bank holidays), group life assurance, group income protection, pension schemes and private healthcare
Reports to	Director of Research Services
Start	ASAP

The role

Do you have experience of working in research and knowledge exchange development and support within a university? Are you looking for a flexible position with the option of remote working (with on-site working when required)?

Northeastern University London (NU-London) is expanding its research base and is looking for a knowledgeable and autonomous individual to manage research and knowledge exchange submissions across the University, from development to submission. The successful candidate will be the main point of contact for pre-award queries, lead on grant costings, horizon scan for suitable funding opportunities for our research community and help develop and improve processes for supporting research and knowledge exchange.

The successful candidate will have a proven track record in income generation within a UK university, have firsthand knowledge of a range of funders, including UKRI, EU Horizon Europe and UK learned societies and charities. Knowledge of knowledge exchange/innovation funding would be beneficial.

You will be required to work collaboratively, liaising with the Director of Research Services, academics, senior leadership, finance, HR and external funding bodies.

NU London is not currently eligible to receive UKRI funding and thus this position will initially be focussed on securing funding from a wide range of funders, developing best practice and robust procedures to support the University's growth, in collaboration with the Director for Research Services. This is an exciting and unique opportunity to join a newly created team and growing international network, providing impactful support to the academic community.

About Northeastern London

NU London is the European campus of Northeastern University and the UK's newest University. Northeastern University is a large, top-tier, research intensive (annual grant income \$200m+), Boston-based institution, with campuses across North America and London. Through this network we expand opportunities for flexible, student-centred learning and collaborative, solutions-focused research. Our world-renowned approach empowers our students, faculty, alumni, and partners to create impact far beyond the confines of discipline, degree, and campus.

NU London's campus is situated in St Katharine's Dock, on the banks of the River Thames, next to Tower Bridge, and comprises three faculties in the disciplines of humanities, social sciences and computing, mathematics, engineering and natural sciences. NU London currently has two Northeastern University research institutes: Network Science and Experiential AI; and seven interdisciplinary research clusters: AI and Information Ethics; Social Dynamics and Behaviour; Digital Governance; Globalisation and Deglobalisation; Reimagining HE in the age of AI; Data Science and the Humanities; and Cities Past, Present and Future. Founded in 2012 as 'New College of the Humanities', NU London has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, with taught degree awarding powers granted in February 2020. The University currently has over 50 research faculty (150 faculty in total), it will welcome its first PhD students this year, and has ambitions to apply for Research Degree Awarding Powers and submit to the next REF.

Key responsibilities

- Support NU London researchers with research proposal administration, including giving advice on funding procedures, funder requirements and terms and conditions, reviewing and amending proposal and project text, drafting content and costing projects.
- Identify and secure new opportunities for research and innovation income generation, working with senior leadership to direct research funding priorities.
- Undertake tasks to mitigate risks through due diligence, horizon scanning and awareness raising activities.
- Keep up to date on external funding priorities and develop relationships with internal and external networks to facilitate collaborative opportunities.
- Provide training and briefing sessions to academic staff on key funding opportunities and approach to bid writing.

- Guide and advise researchers on funder and university research policy including on ethics, research integrity, data management and routes to impact.
- Ensure feedback from funders on applications is sought, advising applicants of lessons learnt from reviewer and panel feedback, sharing across teams to inform future applications.
- Provide support for researchers applying for internal funding schemes within Northeastern.
- Undertake any other reasonable duties within postholder competence as requested by the Director of Research Services.

Qualifications

- Bachelor's degree. (Essential)
- Master's and/or PhD. (Desirable)

Selection Criteria

- Extensive experience of working in research or knowledge exchange funding generation and a good understanding of the UK and international funding landscape (essential)
- Experience of supporting applications to a broad range of funding bodies including funding councils, charities, Horizon Europe (essential)
- Experience of working with financial information including full economic costing of research proposals and an understanding of risks at an institutional level (essential)
- Understanding of research grant management best practice and UK regulations (essential)
- Proven ability to form productive working relationships with the research community, including researchers, senior management and external organisations (essential)
- Ability to work on own initiative, and as part of a team (essential)
- Experience of developing institutional research policies (desirable)
- An understanding of key contract topics and potential risks, e.g., intellectual property, performance, publication, confidentiality, warranties, liabilities, and indemnities (desirable)
- Excellent numeracy skills (essential)
- Excellent interpersonal and communication skills, both written and oral (essential)
- Excellent time-management and organisational skills (essential)
- Excellent active listening skills (essential)

Application Process

Applications should be made via [this link](#) by **20:00 on 08th October 2023**. Please reference your application to “**PARM0923**”. Participation in the equal opportunities section is encouraged, but voluntary.

Please ensure that your application includes a CV and a covering letter. Applicants should address the selection criteria and indicate how their background and expertise align with the job role. You may use bullet points if you wish.



Candidates are welcome to make informal enquiries. Please email Alice Caryer:

alice.caryer@nulondon.ac.uk

Names and contact information of references should be provided through the cover letter. References will only be sought for finalists.

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.