RESEARCH AND INNOVATION FUNDING OFFICER (1.0 FTE)

Research Department

Permanent

GSA has a distinctive, specialist, often practice-led research culture rooted in our core disciplines of Art, Design, Architecture and Digital Visualisation. In REF2021, 82% was assessed to be world leading and internationally excellent, including impact and the research environment. Our current institutional research themes are: History, Heritage, Archives & Collections; Cultural Landscape & Identity; Health & Care; and Sustainable Environment & Economies. A significant proportion of research at GSA is interdisciplinary and collaborative, and includes investigations into the role of creativity in tackling major societal challenges, such as anti-microbial resistance, energy use in buildings or the future of social care. As we seek to build our reputation as a research leader in our fields, a key strategic goal is to increase our success in winning high quality research grants from funders such as UKRI and charitable research funders focused on our sector, and to increase investment in our work to support innovation, for example from Innovate UK. Further information about the variety of research undertaken at GSA is available from our research repository, RADAR (radar.gsa.ac.uk).

The Role

Job Title   Research and Innovation Funding Officer

Location   Research - Glasgow campus

Reports to   Head of Research Support Services

Purpose   To provide support for research, knowledge exchange (KE) and innovation project and grant development and related activity across GSA, including: ensuring that colleagues are actively informed of suitable funding opportunities; providing guidance to researchers on developing projects and grant funding proposals, with appropriate budgets; providing oversight to ensure that projects are planned ethically and undertaken with integrity; providing guidance and support on post-award management; reporting on aspects of research development (to GSA, funders and other external bodies); and offering guidance to researchers and research groups on their plans and ambitions.

To play a role in supporting GSA's Schools to achieve their objectives for research and innovation project development and funding as defined in the institutional and local research strategies and plans, including research income targets and ambitions.

To coordinate GSA's internal Research and Impact Development Funding schemes, to ensure that core funding for research is invested appropriately and effectively to enhance GSA's ability to generate new knowledge for public benefit.

To contribute to the ongoing development of a professional research culture with effective support infrastructure at GSA.

Principal Accountabilities

- Ensure that GSA researchers are informed of relevant research funding opportunities, including through external networking and client engagement with key funders of research, KE and innovation, and through 'horizon scanning' and the early identification of initiatives

relevant to GSA; promote a good understanding among academic staff of external KE and innovation research funding policies, strategies and agendas.

- Support academic staff to develop research, KE and innovation projects and grant funding proposals, with a particular emphasis on high-quality initiatives of strategic importance to GSA. Provide support and advice on the costing and pricing of research, KE and innovation projects. Review bids and provide guidance to ensure that projects are of good quality and undertaken ethically and with integrity.

- Contribute to the review and preparation of research and KE collaboration agreements with academic organisations and other project partners.

- Provide guidance to grant holders on their post-award responsibilities, including the preparation of reports and notifications to funders.

- Play a key role in coordinating GSA's internal Research and Impact Development Funding allocations, including research leave, support for conference attendance, research development and leadership. Take responsibility for the promotion of schemes, allocations to Schools and review of proposals.

- Responsibility for GSA's access and use of relevant online submission systems, particularly the proposal submission and post-award functions of Je-S, ResearchFish and relevant charitable trusts such as Leverhulme. Oversight of post-award, grant maintenance aspects of Je-S and other grant systems, liaising with Finance department as appropriate, in conjunction with Research Finance Officer.

- Play a key role in maintaining and enhancing institutional processes and tools for costing and pricing of research, KE and innovation. Ensure that good records are maintained on research, KE and innovation funding proposals developed, submitted and awarded at GSA, including in the GSA research pipeline database.

- Promote GSA's research ethics policies and procedures, ensure that research, KE and innovation proposals and project activities are subject to appropriate ethical review and assessment, and that other forms of risk are considered during proposal development.

- Attend and contribute to the GSA Research Committee, including preparation of relevant reports and policies as required. Represent the Department of Research at selected local Research Committees in GSA's five Schools. Attend the TRAC Working Group.

- Contribute to GSA policies relevant to research development, and ensure that they are applied in practice. Contribute to GSA's internal Research Handbook, to ensure that researchers are well informed about GSA's research procedures. Help to maintain the Research Department virtual learning environment/intranet pages.

Other duties will also include

- Supporting role in GSA's REF preparations

- Attend external events, liaise with counterparts in other academic institutions, and represent GSA at selected external meetings as appropriate.
- Monitoring Scottish and national policy developments of relevance to research (such as changes to institutional obligations to UKRI) and ensuring that colleagues are informed as required.
- Occasional input into research training programmes e.g. advising PhD students and staff on developing research grant proposals.
- Undertake administrative duties appropriate to the post.
- Participate in Career Review Development.
- Health and Safety awareness, observation, compliance and risk assessment.
- Implement and promote equal opportunities.
- Other relevant duties as appropriate.

Relationships

Principal Internal Contacts:

- Head of Research
- Head of Research Support Services
- Research Finance Officer
- Institutional Records and Repository Manager
- Knowledge Exchange and Impact Officer
- Administrative Manager, Research
- Deputy Director Research & Innovation
- Research Leads in each of GSA's Schools
- Academic researchers throughout GSA.

Principal External Contacts:

- Staff in other higher education institutions (e.g. academic collaborators in research projects, and research managers).
- External research bodies and funding organisations including UKRI (and Je-S), Royal Society of Edinburgh, Carnegie Trust, Innovate UK, Interface-Online, Leverhulme Trust, Scottish Funding Council.

Person Specification

Experience/qualifications

Essential

- Proven academic ability, with (at least) an undergraduate degree
- Significant experience of working in higher education, in a research office or similar environment.
- Significant experience of developing grant applications and funded research projects, with demonstrable experience of achieving effective outcomes consistently over time in a similar post.
- A well-developed understanding of relevant modes of academic research
- Experience of using Je-S and other funding submission systems.
- Excellent knowledge of the research, KE and innovation funding landscape, particularly in Scotland and the rest of the UK.
- Understanding of financial and contractual matters relevant to different types of research, KE and innovation collaborations.
- Demonstrable track record of effective team working and delivery to time of complex tasks.

Desirable

- Postgraduate Research qualification (PhD, MPhil, MRes), and/or Masters degree in a relevant discipline
- Track record of developing and/or supporting research proposals and projects in fields relevant to GSA's core disciplines of Art, Design, and Architecture, including interdisciplinary and creative practice research.
- Personal experience of undertaking academic research and/or innovation projects.
- Demonstrable professional knowledge and experience relevant to research, knowledge exchange and innovation development and support, e.g. relevant training, qualifications, active membership of appropriate professional bodies.

Skills and Attributes

- Adept at working effectively as part of a team and in a self-directed manner, to tight deadlines.
- Ability to build strong working relationships with a range of stakeholders.
- Effective time management and planning skills, and ability to meet deadlines effectively.
- Versatile and able to manage a range of tasks simultaneously.
- Analytical, and skilled at reviewing and assessing the strengths and weaknesses of research proposals, projects and procedures.
- Strong numerical skills, and in particular ability to cost and price grant funding applications effectively.
- Good communication skills (written and verbal).
- Positive and professional attitude.
- IT skills appropriate to the role (essential - Microsoft Office 365, including Excel, and confidence with online funding systems such as Je-S).

Terms and Conditions

Contract: Permanent

Probationary Period: It is recognised that there is an inevitable 'settling in' period in any post.

The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description.

The probation period for this role is 6 months.

Hours of Work: 35 hours per week (Monday – Friday)

Salary: Grade 7 (£41,931.00 - £52,841.00) per annum, pro rata

Holidays: 35 days plus 11 statutory holidays per annum

Pension: Local Government Superannuation Scheme

Notice Period: 3 months

To find out more information about the Glasgow School of Art, please visit our website;

https://www.gsa.ac.uk/