



Job Title: Research and Innovation Bid Development Officer

Unit/School: Research and Innovation Services

Grade: 6A/B

HERA: RAE71

Core purpose of role

We are seeking an exceptional individual to help us achieve a step change in the way we support staff to develop their ability to capture external R&I income of all kinds.

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2030. You will report to the University's R&I Projects Manager to provide critical, underpinning operational support to ensure that Cardiff Met research community is fully engaged with opportunities arising from the rapidly evolving research funding landscape.

You will work with academic and professional services colleagues at all levels to increase the scale and range of Cardiff Met's external research and innovation grant capture. Based in Research and Innovation Services (RIS), you will be expected to work seamlessly in an integrated manner with colleagues across the Unit.

Key responsibilities and contributions

- To work with the R&I Projects Manager to develop and deliver an increase in research income generation by providing advice and support to academic staff in the development and submission of successful funding applications for R&I activities including submissions to UKRI, Charities and Trusts
- To develop a wide range of positive relationships, including with Funders, research support staff in Schools, departments and to provide analysis of sector best practice in Research & Innovation support.
- To represent RIS at Funder and internal and external networking events and committees and to coordinate Funder visits to the Institution, acting as a key liaison and information point, providing advice and support in respect of National and Internal research and innovation funding initiatives to staff.
- To coordinate and manage the development and submission of high-quality research and innovation bids under the guidance of the R&I Projects Manager - lead on the submission of bids, ensuring, for example, that projects have internal authorization and in alignment with the Funder's strategic priorities and assessment criteria.
- To provide advice and support to staff on the preparation and writing of funding proposals, including through the development of a suite of support documents for non-subject-specific elements of proposals and ensuring compliance with Funder



requirements such Justification of Resources, Data Management, Due diligence etc.

- To provide complex and regularly-changing information, both verbally, in writing, and via workshops to Schools and support units regarding funding opportunities and to develop guidance for the non-scientific elements of bids, such as letters of support, data management, research environment etc.
- To proactively scope, prioritise and target funding opportunities via horizon scanning, mapping the expertise and skills of our staff to these opportunities. This will include identifying appropriate and diverse sources of funding from traditional and non-traditional R&I income sources, establishing an understanding of the mission, priorities, success rates and budgets pertaining to potential funders and ensuring this information is available to staff.
- To ensure proposals comply with university and external funder policies and with UK and EU legislation, including research governance requirements.
- To maintain, develop, test and implement systems and procedures to ensure continuous improvement in the performance of Research and Innovation Services.
- To undertake other such duties as may be reasonably assigned by the R&I Projects Manager.

Person specification

Essential qualifications / Professional memberships

- Undergraduate degree or relevant experience.

Essential experience, knowledge and skills

1. Substantial research and development experience of working within an academic, funder or business environment, including evidence of bid writing as part of that role.
2. Professional knowledge of research funder priorities aligned to effective preparation of competitive bids for research funding, providing advice and guidance to applicants and colleagues.
3. Detailed knowledge of National and International Funding schemes and regulations of traditional and non-traditional sources.
4. Knowledge of effective academic engagement methods.
5. Proven organisational, time-management and administrative skills.
6. Excellent presentation and communication skills including face to face, training delivery, workshop delivery and presentations.



7. Evidence of ability to interpret complex procedural guidelines and explain them to non-experts.
8. Ability to communicate conceptually detailed and complex information, both orally, digitally, and in writing.
9. Ability to work under time pressure, as often required during the development and submission of research funding bids.
10. The ability to co-ordinate the work of others and act as the main point of contact for both internal and external stakeholders.

Desirable

1. Relevant Professional or post-graduate qualifications or relevant experience in an appropriate discipline.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user				



Can communicate fluently on complex and specialist matters in Welsh.				
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Disclosure & Barring Service requirements

This post requires does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University’s policies and procedures.