

Job Title: Research and Innovation Officer

Unit/School: Centre for Cardiovascular Research, Innovation and Development (CURIAD).

Grade: 5 A/B

HERA: CSOE56

Core purpose of role

The post-holder will support all research and innovation projects undertaken by research staff in the Centre for Cardiovascular Research, Innovation and Development (CURIAD). Duties will include the supporting of external funding applications and the related costing and pricing of projects, providing effective liaison between the Centre and clients / potential clients, providing support and advice to academic staff members, developing a portfolio of activity and maintaining appropriate monitoring and reporting mechanisms.

This is a key post that will contribute to the Research and Innovation ambitions of the University's Strategic Plan 2030.

Key responsibilities and contributions

- Provide project advice, guidance and administrative support to research and academic staff in CSSHS engaging in Research and/or Innovation activities.
- Develop awareness and understanding of research and innovation funding bodies. Identify potential areas and providers of research and innovation funding. Formulate an annual calendar of funding calls. Regularly review funding bodies for appropriate opportunities for Research and Innovation bids.
- Manage Pre and Post Award Research & Innovation Projects for the Centre.
- Source information and assist with writing bid and grant applications.
- Support research and innovation projects by attending meetings on behalf of or with the principal investigator.
- Support the Centre's Research Excellence Framework submission,
- Maintain a comprehensive and accurate range of information on research and innovation data that will inform periodic and annual reports and the REF. Research and collate relevant information in relation to R&I tenders/bid activities required for audit purposes.
- Line manage R&I Support Officer/s and check the quality of work on a regular basis.
- Manage Research and Innovation project finance, ensuring quality data for audit. This Includes appropriate and authorised use of the credit card. Provide financial information as required.

- Monitor the Research and Innovation areas of the web pages making recommendations that ensure the ongoing vibrancy and dynamism of the pages. Liaise with staff to provide web content to reflect the Centre's R&I profile.
- Conduct analysis and research to provide advice and information for internal working groups, committees and to produce Research and Innovation reports.
- Liaise with external partners, international partners/clients, contractors, and internal staff to co-ordinate activities to ensure contractual requirements are met.

Person specification

Essential qualifications / Professional memberships

- Degree or equivalent professional qualification

Essential experience, knowledge and skills

1. Excellent knowledge of Information Systems
2. Ability to handle confidential information appropriately
3. Excellent administrative skills with attention to detail and accuracy
4. Effective communication skills
5. Ability to contribute to the achievement of the Centre's budgetary compliance by maintaining the purchasing process
6. Ability to work collaboratively with academic staff
7. Ability to work independently and as part of a team to a high standard producing quality results within set timescales
8. Experience of providing administrative support at an appropriate level
9. Experience of maintaining databases, collation of information and managing conflicting priorities
10. Experience of line management and delegation
11. Experience of environment scanning to identify potential R&I opportunities
12. Experience of producing management reports

Desirable

1. Knowledge of research and Innovation activities and/or Higher Education organisations

2. Knowledge of Agresso or finance systems
3. Commitment to teamwork, Equal Opportunities and Health and Safety.

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.				

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.