

Job Title: Research and Innovation Support Officer

Unit/School: Research and Innovation Services

Grade: 4A/B

HERA: CSHS139

Core purpose of role

You will support all Research and Innovation (R&I) activities in the Schools. You will provide awareness and understanding of funding calls and be responsible for liaising with external funding bodies and internal staff to co-ordinate R&I projects. You will coordinate and facilitate activities relating to the Schools' Postgraduate Research students.

Key responsibilities and contributions

- Provide project support to staff within the School engaging in R&I activities and be the point of contact for research and innovation enquiries.
- Develop awareness and understanding of research funding bodies. Identify potential areas and providers of R&I funding.
- Support the application and tendering process, including liaison with Research & Innovation Services (RIS) and finance in preparing costing and pricing forms, coordinating the School review process, and providing support to completion of risk assessments and client quotations.
- Attend project meetings as required and support Principal Investigators in maintaining continuity of service.
- Provide committee administration including the circulation of papers, taking minutes, and follow up on actions from meetings (Research Degrees, HTA, R&I Committee, Ethics Committee).
- Support PGR students from enrolment to completion using bespoke university software packages, as well as liaising with Registry, Student services and Finance regarding PGR matters.
- Facilitate UK and overseas doctoral scholarship agreements including stipend payments where applicable.
- Prepare project reporting (intermediate and final) and financial summaries for R&I projects for invoicing external funding bodies and clients according to their requirements.
- Review, investigate and reconcile budgets for R&I activities including the

calculation of annual of R&I payments for the Associate Dean Innovation.

- Facilitate the submission and approval of R&I costings within deadlines prior to submission to RIS for approval.
- Manage the administration of short courses including the advertising, recruitment and enrolment of commercial students and arrangements for residential professional courses.

Person specification

Essential qualifications / Professional memberships

- A good honours degree or equivalent professional work experience in a relevant setting.

Essential experience, knowledge and skills

1. Experience of supporting and managing projects.
2. Experience of managing data and maintaining effective records.
3. Experience of servicing committees and taking minutes.
4. Experience of using MS Office packages, including Word and Excel and bespoke IT systems.
5. Knowledge of the Research Funding landscape and Research lifecycle.
6. Knowledge of Data Protection and the importance of confidentiality.
7. Effective Interpersonal skills, including ability to work at all levels and maintain effective working relationships.
8. IT skills sufficient to interrogate and maintain databases and to produce reports and presentations.
9. Excellent planning and organisational skills with the ability to lead and prioritise work with competing deadlines
10. Ability to provide specialist support to costing and pricing of projects.
11. Experience of working in an educational or similar administrative environment.

Desirable

1. Knowledge of research and innovation activities and/or Higher Education organisations.
2. Knowledge of ethical approval processes and procedures.

3. Experience of Higher Education administration, management processes and software

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 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.