

RKE Development and Delivery Officer

Department:	Research and Knowledge Exchange
Grade/ Salary:	Grade 6 (£37,655 - £40,788)
Contract Type:	Permanent
Hours:	35 per week (1 FTE)
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Together
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Department of Research and Knowledge Exchange

The Department delivers the University's Research and Knowledge Exchange Strategy. The Pro-Warden for Research and Knowledge Exchange provides academic leadership of this area and the Department is under the strategic management of the Director of Research, Innovation and Knowledge Exchange who reports to the Pro-Warden. The Department as a whole supports: the development of research and knowledge exchange bids; post award management (including statutory reporting); the University's compliance with codes of conduct, ethics and other regulatory requirements; business enterprise and knowledge exchange, IP and spin outs; the University's REF submission; and civic and public engagement.

About this role

Reporting to: RKE Development and Delivery Manager

Summary:

The role holder will be responsible for supporting the day-to-day research and knowledge exchange activities of academic staff across a cluster of departments/schools. S/he will work with colleagues in the Research and Knowledge Exchange Department to develop and implement improved systems and processes to help enhance the capacity of Goldsmiths to secure and manage research and knowledge exchange income. The role holder will furthermore have a focus on encouraging compliance with due diligence and other funders' and regulatory non-financial requirements pertaining to externally funded research grants.

The post holder will provide expert advice and support at the highest standards of service to academic and professional staff across multiple departments. We are seeking a motivated professional, with an established track record of working in a research environment. Flexible and versatile, the postholder will have proven communication, collaboration and numeracy skills, in addition to an excellent understanding of the UK funding landscape and processes, in order to build effective relationships across the university.

Main duties:

- To provide day-to-day support for external and internal research grants managed by the Research and Knowledge Exchange Department. This includes:
 - Procurement support such as setting up suppliers and paying invoices
 - Processing expenses and pay claims
 - Support with hiring grant funded posts and organising contract variations
 - Support with managing budgets and providing access to PI self-service expenditure tracker on BusinessWorld
 - Ensuring all expenditure is in line with grant funder requirements and providing assurance to funders, auditors and other regulatory bodies that conditions of grant have been met.

- To maintain an up-to-date knowledge of the research and knowledge exchange landscape, ensuring that any changes in policy and procedure on the part of funding bodies are brought to the attention of relevant colleagues in departments/schools and applied as appropriate.
- To proactively promote good research grant management practice with academic staff across the university, contributing to capacity building as appropriate and helping to ensure compliance with funders' and regulatory requirements.
- To support with internal and external audits of research grants as appropriate, and due diligence checks in line with university policy.
- To build and sustain strong and positive working relationships with internal and external stakeholders, in particular other Professional Services teams such as Payroll, Procurement and HR.
- To service research, ethics and knowledge exchange committees that sit at department/school level as and when needed.
- To ensure that the university's strategies for research and knowledge exchange are understood and are reflected appropriately within departments/schools and their research and KE plans and priorities.
- To work with other colleagues within Research and Knowledge Exchange on the university's researcher development programme, including initiatives specifically aimed at early career researchers.
- To work with other colleagues within Research and Knowledge Exchange on the development of new proposals seeking external funding by raising academic staff awareness of, and readiness for, external funding opportunities, as well as by supporting the shaping, costing and submission of proposals.
- To assist with matching academics to particular funding opportunities.
- To support the smooth running of the university's online research grants management system, Worktribe, ensuring that its benefits and the opportunities it provides are understood and maximised across departments/schools, providing hands-on support to academics as and when necessary; and to encourage greater uptake of Goldsmiths' Business World/Agresso system.
- To work effectively as part of a wider team, providing support to other colleagues as appropriate at certain 'pinchpoints'.
- To draft reports, analysis and other content for internal and external audiences, including content for the university's website and intranet.
- To undertake any other duties that may reasonably be required from time to time.

- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy.

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form **C = Certificate**
I = Interview **R = Reference**
T = Test **P = Presentation**

	Category
Essential Criteria 1 - Experience	
Experience of research grant management	A, I, R, T
Experience of project management and managing budgets	A, I, R
Experience of key processes required for managing grants, such as payroll, procurement and HR	A, I, R
Essential Criteria 2 – Knowledge	
Knowledge of the research and KE funding landscape	A, I, R, T
Educated to a degree level or equivalent	A, C, I

Essential Criteria 3 - Skills	
Strong communication (written and verbal) and interpersonal skills	A, I, R, T
Excellent numeracy skills and solid working knowledge of Excel, Word and MS Teams	A, I, R, T
A flexible approach to carrying out day-to-day duties, ability to prioritise effectively a varied workload and meet demanding deadlines	A, I, R
Essential Criteria 4 - Additional Attributes	
A pro-active, collaborative, customer-orientated approach, and dedication to providing high-quality service	A, I, R
An enthusiastic, self-motivated individual, able to work effectively with internal and external stakeholders at various levels of seniority	A, I, R
Desirable Criteria 1 - Experience	
Previous experience of working within the UK HE sector	A, I, R
Desirable Criteria 2 - Knowledge	
Understanding of grant funder terms and conditions	A, I, R, T

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.

For more information about the role, please contact Jennie San e-mail j.san@gold.ac.uk

September 2024

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.