

<p>Job Title Research Funding Officer (Steve Morgan Foundation Type 1 Diabetes Grand Challenge)</p>	<p>Directorate and team This role sits in the Research Funding Team in the Research Directorate</p>
<p>Key focus of the role This is an exciting opportunity for an individual who enjoys reading scientific and clinical studies and who is looking to develop a career in the administration of high quality medical research. To support the Research Manager to manage and deliver the Diabetes UK research grant funding process including patient and public involvement in the various funding schemes. The role would also be responsible for the pre- and post-award administration including review of awarded grants.</p> <p>The officer will work closely with the Research Funding Manager and Beta Cell Programme Lead (and collaboratively with JDRF) to deliver the grant application and award processes for the Steve Morgan Foundation Type 1 Diabetes Grand Challenge. The officer will be responsible for carrying out pre- and post-award administration including the review of awarded grants; and they will support patient and public involvement in the funding process.</p> <p>They will support potential applicants, the expert community of researchers, the Research Committee and funded researchers as part of the delivery of the Steve Morgan Foundation Type 1 Diabetes Grand Challenge.</p>	<p>Department</p> <pre> graph TD Director[Director of Research] --- EA[Executive Assistant] Director --- AD[Assistant Director of Research Strategy and Partnerships] Director --- SMFPL[Steve Morgan Foundation Beta Cell Programme Lead] AD --- RFT[Research Funding Team] AD --- RCT[Research Communications Team] AD --- DRSG[Diabetes Research Steering Groups] RFT --- HRF[Head of Research Funding] HRF --- RFM[Research Funding Manager (SMF)] RFM --- RFO[Research Funding Officer (SMF)] SMFPL -.- RFO </pre> <p>Job and reporting line</p>
<p>Key deliverables</p> <ul style="list-style-type: none"> Administer the delivery of all the Steve Morgan Foundation Type 1 Diabetes Grand Challenge funding calls, from setting up the funding calls on the grants management system, managing the submitted applications process through to award, and post- award management. The post will be 	

responsible for the expert peer review process associated with the funding calls.

- Support patient and public activities as part of the **Steve Morgan Foundation Type 1 Diabetes Grand Challenge** , including the recruitment and induction of new members of the Grants Advisory Panel of people living with type 1 diabetes.
- Support the SMF Research Funding Manager and SMF Beta Cell Programme Lead to set up an expert community of researchers.
- Support the development and running of any events related to the **Steve Morgan Foundation Type 1 Diabetes Grand Challenge** related funding calls.
- Build a strong relationship with the research community and awardees.
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Contractual information

- **Contract type:** Permanent
- **Hours:** 35 (full-time)
- **Salary:** Band 6

Key working relationships internal

Research Funding team, Research Communications teams, Diabetes Research Steering Groups team, Involvement and Healthcare Professional Engagement team, Volunteer Development team, Finance team, Fundraising and Partnerships team

Key working relationships external

The Steve Morgan Foundation, the diabetes research community, Grants Advisory Panel, other Funding organisations, University Finance teams, Research Grants Management System Technical team

All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

When applying, focus on the bullet points that are bold and marked with (S) only. We will use these elements for shortlisting purposes.

Key activities – What you need to do

Setting and delivering objectives	Making decisions	Communicating with others	Building external relationships
<ul style="list-style-type: none"> ▪ Deliver the grant funding processes for the research calls under the Steve Morgan Foundation Type 1 Diabetes Grand Challenge – carry out administration checks, identify independent peer reviewers, set the Committee and related paperwork, minutes and project feedback ▪ Review the progress of awarded grants against original aims, and oversee the financial management of these awards ▪ Recruit, induct and support members to the type 1 diabetes specific Grants Advisory Panel, including organising and facilitating meetings. 	<ul style="list-style-type: none"> ▪ Be responsible for decisions around meeting practicalities ▪ Working with the Steve Morgan Foundation Research Funding Manager, support decisions around improving how to engage the research community with the Steve Morgan Foundation Type 1 Diabetes Grand Challenge funding calls. ▪ Working with the Research Funding Manager, implement gold standard research governance processes as per the recommendations made by the Association of Medical Research Charities 	<ul style="list-style-type: none"> ▪ Ensure meeting paperwork and meeting minutes are sent to Research Committee members and Grants Advisory Panel members within agreed deadlines ▪ Work with the Research Funding team to ensure projects submitted to the response mode funding schemes linked to the partnership remit are considered appropriately. ▪ Ensure project feedback is provided to applicants in a timely manner 	<ul style="list-style-type: none"> ▪ Build a good relationship with and provide support to all grant holders, Research Committee and Grants Advisory Panel members ▪ Liaise with partner funders to ensure SMF Type 1 Diabetes Grand Challenge funding calls are managed smoothly, and in line with the partnership agreement.

- Support the organisation of events related to the SMF Type 1 Diabetes Grand Challenge funding calls (S)

- Respond to queries from the research community and manage the Steve Morgan Foundation Type 1 Diabetes Grand Challenge mailbox

Skills, knowledge, experience and behaviours – How you need to do it

When applying, focus on the bullet points that are bold and marked with (S) only. We will use these elements for shortlisting purposes.

Setting and delivering objectives	Making decisions	Communicating with others	Building external relationships
<ul style="list-style-type: none"> ▪ Have experience in biomedical research or other life sciences and an interest in research grants management ▪ Able to plan your time and workload to meet multiple deadlines in an organised manner within a busy environment ▪ Experience of organising and facilitating events, workshops ▪ Experience or an interest in patient and public involvement in research to make a difference to people living with diabetes, and those at risk 	<ul style="list-style-type: none"> ▪ Able to problem solve and make decisions independently using critical thinking, reasoning and experience ▪ Attention to detail ▪ Able to prioritise tasks effectively ▪ Able to work in a proactive and reactive manner 	<ul style="list-style-type: none"> ▪ Able to be flexible and work as part of a team ▪ Communicate clearly with others in a way that shows you are aware of their needs and preferences ▪ When communicating with others, ensure information is made available in a timely manner ▪ Experience in using Grants Management Systems 	<ul style="list-style-type: none"> ▪ Able to liaise with and provide support external stakeholders ▪ Clear understanding of how scientific research is funded and carried out ▪ Able to influence and work collaboratively with others

Qualifications – Qualifications you need to carry out this role

Essential:

Degree in biomedical sciences, social sciences or a related discipline

Desirable:

PhD in biomedical sciences, social sciences or a related discipline