
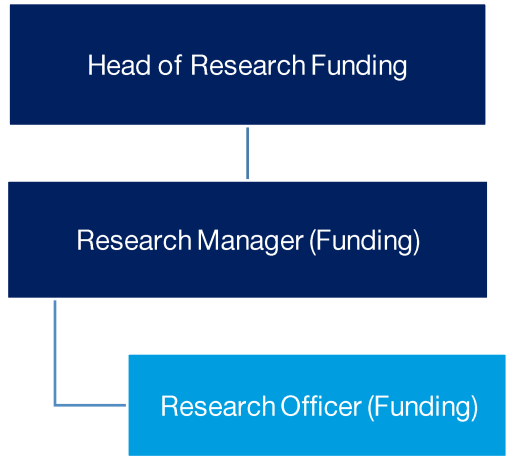


<p><b>Job Title</b> Research Officer (Funding) Full time</p>	<p><b>Directorate and team</b> This role sits in the Research FundingTeam in the Research Directorate</p>
<p><b>Key focus of the role</b> To support the Research Manager to manage and deliver the Diabetes UK research grant application and award processes; to carry out pre- and post-award administration including review of awarded grants. The role is responsible for all administration related to patient and public involvement in the funding process.</p>	<p><b>Department</b></p>  <pre> graph TD     A[Director of Research] --&gt; B[Executive Assistant]     A --&gt; C[Assistant Director of Research Strategy and Partnerships]     C --&gt; D[Research Funding Team]     C --&gt; E[Research Communications Team]     C --&gt; F[Diabetes Research Steering Groups] </pre>
<p><b>Key deliverables</b></p> <ul style="list-style-type: none"> <li>Administer the delivery of all Diabetes UK grant funding schemes, from application submission to award, and post- award management</li> <li>Be responsible for the expert peer review process for the grant funding schemes</li> <li>Support and develop patient and public involvement across the funding schemes, including the recruitment and induction of new members of the Grants Advisory Panel of people living with diabetes</li> <li>Be responsible for the delivery of research career events, including the PhD Student Networking day and Innovators in Diabetes programme</li> </ul>	<p><b>Job and reporting line</b></p>  <pre> graph TD     G[Head of Research Funding] --&gt; H[Research Manager (Funding)]     H --&gt; I[Research Officer (Funding)] </pre>
<p><b>Contractual information</b></p> <ul style="list-style-type: none"> <li>Contract type: Permanent</li> <li>Hours: 35 hours a week</li> <li>Pay range: £26,474- £29,416</li> </ul>	<p><b>Band: 6</b></p>
<p><b>Key working relationships internal</b> Research Funding team, Research Communications teams, Diabetes Research Steering Groups team, Involvement and Healthcare Professional Engagement team, Volunteer Development team, Finance team, Customer Care team</p>	

<b>Key working relationships external</b>	
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The diabetes research community, Grants Advisory Panel, other Funding organisations, University Finance teams, Research Grants Management System Technical team	
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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"> <li>• <b>Manage the grant funding processes for all funding schemes – carry out administration checks, identify independent peer reviewers, prepare Committee meeting agendas, application paperwork, minutes and project feedback (S)</b></li> <li>• Review the annual and final progress reports ensuring that reports are requested on time and evaluated against the original aims of the project, and the invoicing for these grants</li> <li>• Support the Grants Advisory Panel, including organising and facilitating meetings, induction of new members, and developing patient and public involvement in the grant funding schemes</li> <li>• Organise the PhD Student Networking day, Innovators</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Be responsible for decisions around meeting practicalities (S)</b></li> <li>• Working with the Research Manager, support decisions around improving patient and public involvement processes in funding</li> <li>• Working with the Research Manager, implement gold standard research governance processes as per the recommendations made by the Association of Medical Research Charities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ensure meeting paperwork and meeting minutes are sent to Research Committee members and Grants Advisory Panel members within agreed deadlines (S)</b></li> <li>• Ensure project feedback is provided to applicants in a timely manner</li> <li>• Respond to queries from the research community, the public and manage the Research email inbox</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Build a good relationship with and provide support to all grant holders, Research Committee and Grants Advisory Panel members (S)</b></li> <li>• Liaise with other funders to share learnings, develop best practice around research funding processes, patient and public involvement and equality, diversity and inclusion in research funding</li> </ul>

in Diabetes programme and other funding related events			
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**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"> <li>• <b>Plan your time and workload to meet multiple deadlines in an organised manner (S)</b></li> <li>• Experience of providing administrative support to a busy team</li> <li>• Experience of organising and facilitating events, workshops</li> <li>• Experience or an interest in patient and public involvement in research to make a difference to people living with diabetes, and those at risk</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Able to problem solve and make decisions independently using critical thinking, reasoning and experience (S)</b></li> <li>• <b>Attention to detail (S)</b></li> <li>• Able to prioritise effectively</li> <li>• Interest in research and the difference it can make to people living with diabetes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ability to adapt and work as part of a team (S)</b></li> <li>• Communicate clearly with others in a way that shows you are aware of their needs and preferences</li> <li>• When communicating with others, ensure information is made available in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Provide support and liaise with the Research Committee and the Grants Advisory Panel in a timely manner (S)</b></li> <li>• Understanding of how research is carried out</li> <li>• Able to influence and work collaboratively with others</li> </ul>

## 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