



Research Project Officer



Role Description

GRADE

Grade 5

LOCATION

Merchiston Campus,
Edinburgh

LINE MANAGER

Principal Investigator of
project

Role Summary

The role holder will provide a professional support service for externally funded Research and Innovation projects, allowing the projects to run smoothly and effectively. The role holder will provide general project management including overseeing project planning, ensuring reporting deadlines and timelines for grants are met, and support project network activities. The role holder will work closely with the Principal Investigator and with any external partners on the projects to ensure that specific research projects deliver on their research objectives. The role may be required to support multiple research and innovation projects simultaneously, based on the university's current and future portfolio of externally funded projects.

The role holder will liaise with the projects external funders (such as European funding agencies, UK research councils, charities, government bodies and industry) to ensure projects adhere to funders requirements for financial claims and reporting. The role holder will also be the main point of contact for project related audits and financial reporting.

The role holder will work in liaison with the Principal Investigator of the research project and any external partners on the project, staff in School Support Service (S3) and in Research, Innovation and Enterprise (RIE) to help achieve the aims of specific research projects in line with funder's expectations.

Line Management Responsibility for:

This role has no line management responsibilities.



Main Duties and Responsibilities

- Provide effective project management of the externally funded research project and its partners
 - The role may be required to support multiple research and innovation projects simultaneously, based on the university's current and future portfolio of externally funded projects.
- Serve as the operational link between the funder and the project partners for all aspects of the project
- Throughout the research project, proactively work with the Principal Investigator to ensure all costs are assigned accurately to projects, including preparing financial journals timeously; keeping the accounting system up to date and ensuring timesheets are recorded where appropriate
- Prepare reports on project finances for submission to funders
- Maintain an up-to-date and comprehensive knowledge of research funding regulations and provide advice to the Principal Investigator/partners on their implementation
- Be the main point of contact for project audits and provide supporting evidence to meet all audit requirements
- Liaise with other Professional Services staff to ensure effective delivery of services to the research project, including RIE, Finance, Procurement, HR and IS
- Assist the Principal investigator in event planning and network meetings for project partners and participants, including workshops and management meetings
- Support the Principal Investigator in sourcing equipment/materials for research, scheduling meetings and arranging travel
- Action, design or source materials and expertise as needed to coordinate dissemination and outreach activities related to the project
- Manage the co-ordination of effective communications to all staff/partners in the project (using channels such as project reports, meeting minutes, project webpages, social media channels) to disseminate useful information regarding the project
- Any other relevant duties as may be reasonably be required by the Principal Investigator or External Projects Manager
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



PERSON SPECIFICATION

ESSENTIAL DESIRABLE

Education / Qualifications

- | | | |
|---|---|---|
| • Degree or equivalent relevant professional experience | ✓ | |
| • Project management qualification or training | | ✓ |

Skills / Experience

- | | | |
|--|---|---|
| • Experience of managing post-award research project management including project finance costing in a Higher Education Setting | ✓ | |
| • Experience of populating and interrogating research information management databases and accounting systems (Worktribe and Agresso, or equivalent) | ✓ | |
| • Experience of financial systems and preparing budgetary and other financial reports including for audit purposes | ✓ | |
| • Knowledge and understanding of UK research funding mechanisms and Horizon Europe research funding | ✓ | |
| • Experience of organising project events such as workshops or project collaboration meetings | ✓ | |
| • Excellent written and oral communications skills | ✓ | |
| • Excellent networking and negotiating skills | ✓ | |
| • Highly developed IT skills across a standard range of office software (Word, Excel, Outlook, MS Teams, PowerPoint) | ✓ | |
| • Ability to work on own initiative and to prioritise workload amongst competing priorities | ✓ | |
| • Ability to work under pressure and to deadlines while maintaining a high degree of accuracy | ✓ | |
| • Ability to show initiative and creativity to problem solve | ✓ | |
| • Experience of presenting workshops | | ✓ |