**Durham University**

**Job Title:** Graduate Research Grants Coordinator

**Department:** Research & Innovation Services (RIS)

**Location:** Durham, County Durham - hybrid working available

**Salary:** £25,285 - £28,131 per annum

**Contract Type:** Permanent, full time (35 hours per week, Monday – Friday)

**Closing Date:** 11:59pm,30th May 2023

**About Us**

**Durham University** is a globally outstanding centre of teaching and research excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other. At Durham University, we are proud of our people, because they are at the heart of our globally outstanding institution, which is a key part of our local community. We inspire our people to do extraordinary things and we invite you to join our fantastic team.

**Research and Innovation Services (RIS)** provides guidance, expert advice, and hands-on support for all aspects of research and research-related work, including securing funding, working with partners, undertaking knowledge exchange, demonstrating impact, commercialising outputs, ensuring good research practice, and supporting professional development.

At the University we promote and actively champion equality, diversity and inclusion. It is crucial that everyone can be themselves and can flourish in an environment where everyone respects each other and is treated fairly. We want our people and wider community to feel happy, secure and proud to be a part of Durham. We are looking for the same values in you. We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities.

**About the Role**

The Graduate Research Grants Coordinator will work as part of a team in a busy, demanding environment supporting the Research Grants and Contracts Managers in the development and submission of high-quality research grant applications. The postholder will be expected to develop understanding and expertise across an extensive range of research funding schemes and organisations, including Research Councils, major charities and trusts, industry, government agencies and departments, overseas funding organisations and agencies. It is essential that the post holder possesses high-level organisational skills and pays close attention to detail. The ability to work across a number of concurrent projects at different stages of development is essential.

The Research Grants Coordinator will report to a Senior Research Grants and Contracts Manager but will work in close collaboration with other team members in delivering the work of the Research Operations Team.

**Responsibilities:**

* Provide advice and guidance to academics to support the development of research funding bids.
* Resolve queries and requests for information and advice.
* Monitor and evaluate service delivery to ensure compliance with regulatory and professional procedures and standards.
* Update data and information on the Research Information System.
* Analyse data and statistics and provide reports for higher level decision makers.
* Accurately record information and data and disseminate within internal networks.
* Prepare written reports for consideration by management where required.
* Plan and organise own workload to manage internal and external deadlines.
* Organise and schedule resources, activities, and events.
* Any other reasonable duties.

**Person Specification**

When you apply it is important that you let us know what skills and experience you have which would make you right for this role. Where a criterion has an asterisk\* next to it, it may be given additional weighting when your application is considered.

**Essential criteria:**

* Degree or equivalent in any discipline.
* Excellent oral and written communication skills and the ability to develop effective working relationships, both internally and externally.
* Excellent numeracy skills with the ability to interpret and manipulate mathematical information.\*
* Strong digital competence with demonstrable skills in using core digital tools including internet, email, digital communication tools, Microsoft 365 applications.
* Ability to work under pressure and meet tight deadlines without compromising on quality.
* Ability to solve problems as part of a team and resolve issues, plan solutions and make pragmatic decisions.

**Desirable criteria:**

* Degree or equivalent in a numerate discipline (Maths, Physics, Economics, etc.).
* Ability to effectively network and exchange advice and information for development purposes.
* Strong digital competence with demonstrable skills in using core digital tools including digital booking system, project planning.
* Relevant administrative experience in a busy office environment.
* Demonstrable ability to provide advice and guidance to a range of customers and colleagues.
* Demonstrable ability to proactively work with team members to ensure the delivery of high-quality services.

**How to Apply**

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. Where there are desirable criteria we would also urge you to provide any relevant evidence. While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

**Submitting your application:**

We prefer to receive applications online. We will update you about your application at various points during the process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to ensure you receive all emails.

**What you are required to submit:**

* A CV
* A supporting statement which shows examples of how you meet all of the essential criteria within the Person Specification

**Contact Information**

If you would like to have a chat or ask any questions about the role, please email: example@durham.ac.uk.

**Working at Durham University**

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University.

**Benefits:**

* 27 Days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 39 days per year.
* No matter how you travel to work, we have you covered.  We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
* Lots of support for health and wellbeing including discounted membership for our state-of-the-art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
* On site nursery is available and children’s clubs in the summer holidays.
* Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
* There is a genuine commitment to developing our colleagues professionally and personally.  There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University.  All staff have dedicated annual time to concentrate on their personal development opportunities.
* The opportunity to take part in staff volunteering activities to make a difference in the local community.
* Discounts are available via our benefits portal including; money off at supermarkets, high street retailers, IT products such as Apple, the cinema, and days out at various attractions.
* We offer generous pension schemes.