

worldwide cancer research

Post: Research Funding Officer (Maternity Cover)

Responsible to: Research Funding Manager

Key contacts/relationships:

External: Applicants, Funded researchers, Scientific Advisory Committee, CC Technology (grant system provider)

Internal: Science Communications Team, Finance Team

Purpose

As Research Funding Officer you will be part of the team responsible for the administration of the multi-million-pound response mode funding programme for discovery cancer research. Reporting to the Research Funding Manager, you will assist with the processing of funding applications, their review by external experts and the charity's Scientific Advisory Committee (SAC), the administration and financial management of the resulting awards, and assessing and reporting on the outputs and outcomes of the charity's £190 million research funding portfolio.

Key responsibilities:

Processing of research funding applications -

- Ensure that all guidance documents are clear and up to date.
- Support the Research Funding Administrators in providing guidance and support to potential applicants.
- Process and validate submitted funding applications.
- Lead the external peer review process, identify appropriate referees, ensuring that the charity receives high quality, independent peer review advice to inform funding decisions

- Assist the Research Funding Administrators in planning the SAC meeting, manage the meeting and attend the associated social events.
- Analyse and provide application information for internal and external purposes, e.g. co-funding partnership opportunities.

Management of funding awards -

- Responsible for Issuing contracts to successful applicants.
- Support Research Funding Administrators in processing requests for variation of project plans, budgets, or other grant changes – obtaining approval from the Research Funding Manager.
- Process Open Access publication costs claims.
- Monitor the receipt of grant progress reports and review research progress against original project aims. Ensure relevant information is passed to the Science Communications team, Research Funding Manager, Director of Research and the charity's intellectual property advisors, LifeArc.
- Working with the Research Funding Administrators, ensure that all information related to historical grants is stored on the grants system.
- Analyse and provide funding information for internal and external purposes, e.g. fundraising activities, AMRC & ICRP data collection exercises.

Relationship management -

- Develop good working relationships with the Science Communications team and the Finance team, helping ensure a smooth flow of information between the teams.
- Responsible for logging grant system issues with CC Technology and ensuring they are dealt with appropriately and in a timely manner.

Wider responsibilities -

- Stay abreast of developments in cancer research at a national and international level, including awareness of key members of the cancer research community.
- Develop knowledge of research funding management practices and issues, and the latest thinking in relevant areas.
- Provide support to other colleagues within the Research Directorate when required.

Generic information for all roles

- The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of the role.
- It is expected that every job description will be subject to an annual review. In addition, posts may be reviewed where there is a change in the requirements of the charity.
- Every member of staff is expected to be a role model to others within the charity and those they encounter in the course of their duties, upholding the charity's values.

Person specification

Requirements	Essential	Desirable
Educational attainment	Higher degree (MSc/PhD) in a biomedical related research field.	Post-doctoral research experience.
Experience required	<p>Broad knowledge of the cancer research field and the funding environment.</p> <p>Excellent and up-to-date scientific understanding, particularly of cellular and molecular biology.</p> <p>Understanding of research funding processes and principles, including peer review and conflicts of interest.</p>	<p>Cancer research experience.</p> <p>Experience of conducting independent scientific research.</p> <p>Experience of collecting and analysing data.</p> <p>Experience of working in the charity sector or an academic research environment.</p>
IT experience	Advanced in MS Excel and proficient in other MS software.	Previous experience of working with databases.
Skills and aptitudes required	<p>Proven excellent communication skills both written and verbal, able to communicate at the right level, with a wide variety of audiences, particularly with those who do not have English as a first language.</p> <p>Capable of working autonomously on defined tasks.</p> <p>Ability to work to deadlines and prioritise work accordingly.</p> <p>Good planning and organisation skills.</p> <p>Good attention to detail and high standards of accuracy even whilst working to tight deadlines.</p>	

	<p>Good interpersonal and team-playing skills and the proven ability to build effective working relationships with colleagues at all levels.</p> <p>Confidence, resilience and the ability to remain calm under pressure.</p> <p>Discretion, honesty and integrity.</p> <p>Persuasiveness, influence and tenacity.</p>	
Interests	<p>Interest in charity work.</p> <p>Drive, enthusiasm and passion for the charity's vision, mission and strategy.</p> <p>Desire for professional development.</p>	<p>Knowledge of Worldwide Cancer Research.</p>
Other requirements	<p>Ability to travel throughout the UK and Europe if required for meetings/key events.</p> <p>Commitment to attend training courses to update knowledge and skills.</p>	

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