

JOB DESCRIPTION

JOB ROLE: Deputy Science Support Officer

JOB HOLDER: Tba

JOB PURPOSE: To support the Science Support Officer in providing administrative support to the MBA's research community. This includes supporting grant applications, administration and close-down processes and working directly with colleagues across the organisation.

ACCOUNTABILITY Reporting to: Science Support Officer (SSO)

SALARY RANGE: G2 SP13–18 (£25,249–£28,031 FTE)

20 hours/week, working pattern to be agreed with line manager

Essential experience/skills/qualifications:

- Good attention to detail
- High levels of computer literacy, including competent use of MS Word and Excel
- Good communications skills – written and verbal
- Administration experience
- Strong interpersonal skills
- Good organisational skills and able to manage workload and work to tight deadlines
- Can-do attitude/customer focused
- High level of numeracy and literacy
- Minimum education GCSE English and Maths at grade C/4

Desirable experience/skills/qualifications:

- Experience working with research grant administration
- Evidence of post-GCSE numeracy and IT skills
- Interest in marine biology
- Experience reviewing or drafting contracts
- Desire to develop your own skills

Key responsibilities and skills

- Support the SSO in developing processes to enhance efficiency and improve the service offered to the MBA's research community. This will include:
 - Coordinating project kick-off and closedown meetings for with project leads and relevant facilities managers.
 - Maintaining electronic filing system for project documentation ensuring all project documents are filed
 - Regular monitoring of funding sources for grant funding opportunities and calls and disseminating to MBA Researchers

- Pre-grant award:
 - Assist with preparing initial budgets and documentation for grant proposals including liaising with MBA Researchers and some liaising with external collaborating partners
 - Assist with grant submission systems/portals
- Post-award:
 - Assist with post award legal documentation such as grant agreements; collaboration/consortium agreements; sub-contract agreements etc. including some liaising with external funding organisations and collaborating project partners
- Provide administrative support for all aspects of activity across the MBA associated with grant applications
- Develop and maintain understanding of the scientific grant funding landscape
- Undertake any other tasks identified as being within the job holder's capabilities