

**Swyddog Datblygu Ymchwil (2 swydd)  
Sefydliad y Gwyddorau Biolegol, Amgylcheddol a Gwledig  
Graddfa 7: £31,020 - £35,938**

Bydd y Swyddogion Datblygu Ymchwil yn gweithio'n agos gyda'r Cyfarwyddwr Ymchwil, uwch gwyddonwyr o fewn IBERS a Swyddfa Ymchwil PA, er mwyn sicrhau bod y nifer a gwerth y ceisiadau am gyllido fewn IBERS sy'n llwyddiannus yn cael ei gynyddu. Bydd hyn yn golygu bod angen parodrwydd i fod yn hyblyg wrth weithio yn unol ag anghenion y prosiectiau yn ogystal â gwneud y gorau o arbenigeddwyddau gwahanol ddisgyblaethau o fewn IBERS. Bydd y ymgeisydd llwyddiannus yn reoli'r broses cais drwy bob cam o bartneriaeth o ddatblygu geisiadau, datblygu partneriaethau, cyd-drafod, argymhelliadau a dyfarniad. Bydd angen iddynt gael dealltwriaeth lawn o strategaethau corff cyllido a'i gofynion, gan sicrhau bod ceisiadau cystadleuol ac o ansawdd uchel yn cael eu cyflwyno.

**Cyf: IBERS.12.68**  
**Dyddiad cau: 13 Ionawr 2013**

Am fwy o wybodaeth ac am ffurflen gais ewch i <http://www.aber.ac.uk/cy/hr/jobs/vacancies-external/>

Dylid llofnodi'r ffurflen gais ar ôl ei llenwi ac yna ei dychwelyd i'r **Tim Recriwtio Adnoddau Dynol** drwy e-bost, ffacs neu post. Tîm Gweithredol: swyddi@aber.ac.uk / Ffôn: 01970 628555 / Ffacs: 01970 622975

NODYN: Nodwch gyfeirnod y swydd ar flaen yr amlen ac ar y ffurflen gais os gwelwch yn dda.

Sefydliad Dwyieithog sy'n gweithredu Cynllun Iaith Gymraeg ac yn ymroddedig i Gyfle Cyfartal.

FEL ARFER FE BENODIR I SWYDDI O FEWN 4-8 WYTHNOS WEDI'R DYDDIAD CAU. GALL YMGEISWYR NA FYDDANT WEDI DERBYN LLYTHYR ODDI WRTH Y BRIFYSGOL ERBYN Y DYDDIAD HWNNW RAGDYBIO NAD YW EU CEISIADAU YN CAEL EU HYSTYRIED YMHELLACH AC NA FYDDANT YN DERBYN GOHEBIAETH BELLACH

**Research Development Officers (IBERS) (2 posts)**  
**Institute of Biological Environmental and Rural Sciences**  
Grade 7: £31,020 - £35,938

The Research Development Officers will work closely with the Director of Research, senior scientists within IBERS and AU Research Office, in order to ensure that the number and value of successful funding bids within IBERS is increased. This will necessitate a willingness to be flexible in working according to project needs as well as maximising expertise from within different disciplines within IBERS. The post holders will manage the bid process through all stages from partnership development, bid construction, negotiation and submission through to award. They will need to obtain a full understanding of funding body's strategies and requirements, ensuring that competitive and high-quality bids are submitted.

**Ref: IBERS.12.68**  
**Closing Date: 13 January 2013**

For information and application forms please go to [www.aber.ac.uk/en/hr/jobs/vacancies-external/](http://www.aber.ac.uk/en/hr/jobs/vacancies-external/)

Completed Applications Forms should be signed and returned to the **Human Resources Recruitment Team** by e-mail, fax or post. Email address: [vacancies@aber.ac.uk](mailto:vacancies@aber.ac.uk) / Tel: 01970 628555 / Fax: 01970 622975

NOTE: Please put the post reference on the front of your envelope and on your application form.

We are a Bilingual Institution which operates a Welsh Language scheme and is committed to Equal Opportunities.

APPOINTMENTS ARE NORMALLY MADE WITHIN 4-8 WEEKS OF THE CLOSING DATE. IF WE HAVE NOT BEEN IN TOUCH WITHIN THIS TIMESCALE YOU MAY ASSUME THAT YOUR APPLICATION IS NOT BEING FURTHER CONSIDERED AND NO OTHER COMMUNICATION WILL BE SENT.

## **Further Particulars (Yn Saesneg yn Unig)**

### **Main Duties & Responsibilities**

**This job description is subject to review and amendment in the light of the changing needs of the University, to provide appropriate development opportunities and or the addition of any other reasonable duties.**

The Institute of Biological, Environmental and Rural Sciences (IBERS) is a world class education and research centre at Aberystwyth University. It has a strong record in attracting students to its study programmes in biological, environmental and rural sciences.

IBERS was created in a merger of the Institutes of Rural Sciences and Biological Sciences at Aberystwyth University, and the Institute of Grassland and Environmental Research (IGER). Around 300 research, teaching and support staff in the new institute conduct basic, strategic and applied research in biology, from the level of genes and other molecules to the impact of climate change at landscape and regional scales. They also provide high level research and skills training. There is formal collaboration with the College of Natural Sciences in Bangor University.

The University has made substantial investment in infrastructure in recent years to maintain national and international competitiveness. The great majority of the teaching and research laboratories have now been modernised and re-furbished to very high standards.

In addition to its extensive farms and laboratories, the Institute has several key service facilities, including:

- A modern air-conditioned aquarium with both freshwater and sea water circulation systems
- Animal houses suitable for experimental work with both laboratory and farm animals; with a number of independent environmentally controlled rooms and integral laboratories, office and washing-cleaning facilities
- Dedicated Equine Research Centre
- Extensive resource base for social science research
- Advanced Microscopy and Bio-Imaging Laboratory equipped with Field Emission Scanning Electron Microscope and Confocal Laser Scanning Microscope
- Mass Spectrometry and Analytical Unit with LC-nano-electrospray, ToFSpec2E MALDI and Q-ToF tandem electrospray instruments
- Image Analysis and Photographic Unit, which specialises in digital imaging while still providing a comprehensive service in traditional photography
- Modern contained growth room and glasshouse complexes
- A Trophic Interaction Facility provides infrastructure for the modelling of 'systemslevel' biological processes, including tritrophic interactions between insects, plants and microbes, soil-invertebrate microcosms and aquatic mesocosms
- Genomic facilities for DNA sequencing and mutational detection

- Modern dedicated analytical laboratories
- Biological modeling laboratory integrating biological data in spatial and temporal dimensions
- A Microarray Facility for transcriptomic analyses using pre-printed slides
- A Computational Biological laboratory with a custom built robotic workstation for undertaking pioneering work on computer-driven hypothesis generation and testing via automated laboratory experimentation
- Electrical/Electronic workshop facility for the construction and repair of equipment on site

The Institute is particularly well-placed for ecological and environmental studies with a wide range of aquatic and terrestrial habitats within easy reach.

### **Key Accountabilities/Primary Responsibilities**

- Generate and manage the bid process for new research programmes and multi-disciplinary projects of strategic importance to IBERS
- Obtain a full understanding of the requirements of funding bodies and their strategies and communicate these effectively across the department and University
- Work closely with senior science and administrative staff in the development of bids
- Gather, analyse and disseminate intelligence on forthcoming calls for proposals
- Qualify bid opportunities in order to inform IBERS decision on whether or not to bid.
- Take responsibility for bid quality and construction so that they are focussed, compelling and in line with IBERS strategic objectives. Manage bid documents, version control, co-ordination and sign off.
- Provision of information on the research area(s) targeted, stages and requirements, net value to the university, appraisal method of funder, bid strengths and weaknesses, the science teams capacity to perform, timescale and possible co-finance
- On behalf of the Director of Research within IBERS to manage the bid development and submission processes of large multi-disciplinary projects. Assist in building and managing activities to deliver strong and high-quality bids within timescales, providing professional support to the bid academic champion and the bidding team, by
  - Planning and tracking activities in details
  - Co-ordinating iterations of bid document both text and financials.
  - Arranging final sign-off within IBERS and the University
  - Co-ordinate post-tender negotiations
- Provide on-going support to awarded bids as necessary to ensure successful delivery of the projects. Create and maintain list of successful bids and schedule dates for follow-up prior to end of project. Prepare for support to follow-on funding.
- Ensure that a close and effective working relationship is developed between Bid Managers, Theme Leaders, the Research Director, and the wider University.

### **Person Specification**

#### **Essential criteria:**

1. Degree in relevant subject or equivalent experience
2. Recent Bid Management and bid writing experience leading multi-partners complex bids in a commercial or Higher Education environment with a demonstrated track record of success
3. Strong business orientation and experienced at working at senior management level
4. Used to bringing matrix teams together and to managing activities for the project period

5. Should be numerate, demonstrate strategic, financial modelling and business planning skills, and be comfortable working with a broad range of emerging technologies and scientific disciplines
6. Strong project management skills and coordination of a number of players and simultaneous projects in sometimes complex relationships and to multiple deadlines - involving negotiations in an international context
7. Ability to lead projects, driving activity to completion while managing detail
8. Ability to identify and apply creative solutions in negotiations, often in the absence of any relevant precedent
9. Make active attempts to influence events to achieve goals – self starting rather than acting passively
10. Ability to identify and manage key issues on a critical path
11. Must be self-sufficient, capable of setting own work strategies and of working with minimal guidance, actively seeking information from internal or external sources as required.
12. Excellent inter-personal skills and an ability to persuade, influence and collaborate with a wide range of people of different backgrounds and expertise, from within and outside the university
13. Excellent writing skills with ability to present complex technical issues in a focused, succinct, professional and compelling manner.
14. Excellent presentation and verbal skills, with ability to communicate at a variety of levels.
15. Must be a team player able to work collaboratively with others to disseminate and share knowledge and information.
16. Flexibility to work unusual hours
17. Willingness to travel on business (mostly UK, some overseas)

**Desirable criteria:**

1. At least one of an MBA, a legal qualification or a relevant postgraduate degree in relevant discipline, or equivalent experience.
2. Ability to take strategic view in a fast-moving and dynamic environment.