



JOB DESCRIPTION



Job Title	Research Support Officer
Department	Guildhall Research
Grade	D
Location	Guildhall School of Music & Drama
Responsible to	Senior Research Manager
Responsible for	Casual and temporary staff as appropriate

Background

The Guildhall School of Music & Drama is one of the world's leading conservatoires and drama schools, offering musicians, actors, stage managers and theatre technicians an inspiring environment in which to develop as artists and professionals.

Following a first submission to the national research assessment in 2008, its research culture has grown exponentially, now boasting the largest doctoral programme in the sector and a competitive record of research income from major funders. In REF 2021, the School was found to have the highest percentage of world-leading research amongst its music conservatoire peers and the second-highest of all conservatoires across Drama, Music and Production Arts, with 56% of its submission classed as world-leading (4*, the highest rating).

Purpose of Post

To assist the Senior Research Manager and the Head of Research in the delivery of the Research strategy and the development of the research function and culture at the Guildhall School.

To support the Senior Research Manager in the development of internal and external funding streams and to ensure efficient grant application and management.

Under strategic direction from the Head of Research and with operational guidance from the Senior Research Manager to take a major role in the co-ordination of the School submission to the Research Excellence Framework (REF).

To lead on all the administrative research processes, being able to utilise knowledge and experience of funding processes, procedural requirements and best practice in the sector.

Main Duties & Responsibilities

1. To support the Head of Research in actively fostering the consolidation and further development of a strong cadre of researchers at the School, from early-career researchers to established international authorities, in the context of strategic preparation for the next REF submission.
2. To contribute ideas for strategies and initiatives and support the Head of Research in their development and implementation to maximise the institution's success in securing research funding, including collaborative and knowledge exchange bids. To lead on elements of strategies and initiatives and their implementation.
3. To identify and promote relevant external research funding opportunities and advise and support staff (many of whom are part-time, with busy international careers) in pursuing them. To build intelligence to help target funding opportunities.
4. To support the development of external funding applications from concept to award:
 - a) To support proposal development, providing proof-reading and review, documentation gathering, advice on content, and editing;
 - b) To develop proposal budgets, providing expert advice on the costs and resources required, in line with funding agency requirements (including full economic costings);
 - c) To support and advise on the application process, particularly online application facilities;
 - d) To coordinate award agreement and negotiation, including the completion of any relevant partner documentation and execution of agreement.
5. To oversee post-award administration of awards:
 - a) To ensure compliance with funding agency terms and conditions (providing appropriate information and advice to the researcher);
 - b) To monitor income and expenditure, ensuring efficient claims and review, and providing financial reports in conjunction with the finance department;
 - c) To provide administrative and advisory support for award holders as required, particularly in maximising impact from research activity, working closely with the Guildhall Innovation team and Marketing department;
 - d) To provide reports for internal and external parties as required.
6. To support the Senior Research Manager in the co-ordination of the School submission to the national research assessment exercise, the Research Excellence Framework (REF):
 - a) To develop and implement processes and procedures that align with national policy and internal needs;
 - b) To manage the collation of data for the submission, ensuring accurate and complete records that are transparent and auditable;
 - c) To coordinate the peer review process, including recruitment of panellists, management of communications and information, and documentation;
 - d) Along with team members, to identify and develop impact opportunities and document such impact for case study submission.
7. To manage internal research funding processes, supporting individuals to write and complete applications, managing the peer review college process, and ensuring effective project completion.
8. To support the Senior Research Manager in the development of research-related policies and procedures that ensure effective research development and meet national and international standards. To support effective research ethics policies and procedures.

9. To perform such other duties consistent with the postholder's skills and experience that may reasonably be requested as directed by the Head of Research or Senior Research Manager.
10. To comply with the City of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action.
11. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
12. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.



PERSON SPECIFICATION



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Department	Guildhall School of Music & Drama
Grade & Level	D
Trent Position Number	{19G0187/001}

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Educated to degree level or equivalent professional qualification (A)
- A very good understanding of the Higher Education (HE) sector and research environment. (A,I)
- Very good knowledge of research funding and grant management within HE sector (I)
- Very good understanding of Research Excellence Framework (REF) data requirements and related processes (I)
- Ability to contribute to the development of strategies and initiatives to secure research funding and collaborative and knowledge exchange bids. (A,I)
- Strong planning, organisational and administrative skills with ability to deliver multiple projects in a HE setting in a timely and efficient manner (A,I)
- Excellent written communication skills e.g. ability to write application grants, draft policies (T)
- Ability to communicate effectively with different clients groups, such as researchers, teaching staff and external contacts and provide detailed advice on funding regimes and applications. (I)
- Ability to forecast resources, develop and administer budgets, monitor external funding streams, and liaise effectively with colleagues in Finance (T)
- Excellent IT skills including proficient use of the Microsoft office suite (above all Word and Excel), databases, external funding application systems e.g. J-es, etc. (A,T)

Experience Required

- Significant administrative experience advising on policies, procedures and processes in a research organisation in Higher Education (HE) or a similar environment (A,I)
- Experience of research grant management (pre- and post-award) preferably within the HE sector (A,I)

- Experience of writing internal and external funding applications (A,T)
- Experience of developing grant budgets, costing resources, and providing budgets in grant templates (T)
- Experience of developing internal policies/process guides in respect of institutional research (A)
- Experience of coordinating and advising on complex administrative processes (A)
- Experience of supporting senior staff/teams (A)

Other Relevant Information e.g. working hours or desirables (only if applicable)

- Willingness to work out of office hours to meet needs of business (I)
- Experience of project design and management is desirable (I)

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment



Job title: Research Support Officer
Department: Guildhall School of Music & Drama

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £36,060 - £40,750 per annum including inner London weighting, depending on experience. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale. Note that inner London weighting is dependant on a full-time role holder being in the office three days per week.

Contract

The job is offered on a permanent basis.

Hours of Work

Normal office hours are 35 hours per week, excluding lunch breaks, Monday to Friday, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is a minimum entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months by either party after satisfactory completion of the probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.



The Guildhall School of Music & Drama

Selected as one of the top ten institutions for performing arts in the world (QS World University Rankings 2016) and the top-rated conservatoire in the Guardian University Guide 2017 league table for Music, the Guildhall School is one of the world's leading conservatoires and drama schools, offering inspiring undergraduate and postgraduate training in the performing arts. A thriving Junior Guildhall, the recent addition of the Centre for Young Musicians, a Creative Learning outreach division and a range of summer schools and short courses further complement the outstanding opportunities available.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the City of London Corporation's commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the Barbican in 1977, solidifying a unique performance and learning partnership with Europe's largest arts and conference venue, the Barbican Centre, and its resident orchestra, the world-class London Symphony Orchestra. The School has also developed partnerships with three other key organisations - the BBC Symphony Orchestra, the Royal Opera House and the Academy of Ancient Music - organisations that contribute significantly to our programmes of study and provide Guildhall students with many exciting opportunities.

The reputation of the teaching and increasingly the research across all the disciplines in the School is unrivalled. Students experience working in a professional context to professional standards, drawing on a pool of outstanding world-renowned artists who work with us as directors, conductors, coaches and tutors. Our graduates consistently succeed at the highest levels of their chosen profession.

The School has just over 900 students on its roll call, approximately 750 of whom are Music students and 180 in Acting and Technical Theatre. We welcome applications from across the globe: in any given year, about 40% of our students are from outside the UK, typically representing over 50 nationalities. And we enrol students from all backgrounds, offering over £2 million in scholarships each year.

In autumn 2013, the most significant investment in the Guildhall School for 36 years was unveiled: the £90 million redevelopment of our neighbouring Milton Court site. This state-of-the-art building, an addition to our existing Silk Street facilities, houses three new performance spaces: a world-class concert hall (608 seats), theatre (223 seats) and studio theatre (up to 128 seats), as well as high quality teaching and administration spaces. With the opening of Milton Court, the Guildhall School's facilities at long last match the outstanding quality of our training and the success of our graduates.