

ROLE DESCRIPTION

NIAA DEPUTY GRANTS OFFICER

Role Title:	NIAA Deputy Grants Officer, National Institute for Academic Anaesthesia (NIAA)
Directorate:	Clinical Quality and Research
Responsible to:	Managerially responsible to RCoA Director of Clinical Quality & Research Professionally responsible to the Grant Officer
Key relationships:	RCoA Administrative Team, specifically NIAA Coordinator, NIAA Grant Committee,

Main function

To contribute promoting, developing and managing a process that will further the vision of the NIAA to facilitate high profile, influential research that will be viewed by funding partners, other stakeholders and funding agencies as an impartial, transparent, fair and responsive system.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Co-manage the NIAA grants process electronically, including sending applications for peer review and considering conflicts of interest
- Regularly review NIAA grants as an external or internal reviewer
- Contribute to NIAA Grants administrative processes, including Researchfish and AMRC Peer Review Audit, as required
- Provide specialist advice to applicants and enquirers
- Liaise with funding partners and specialist societies
- Act as one of the outward faces of the NIAA grants scheme – this may involve presenting to specialist societies and at some national meetings
- Attend the NIAA Grant Committee meetings – two per year
- The post holder may be asked to deputise for the Grant Officer, if necessary and represent the NIAA on the Association of Anaesthetist's Research & Grants Committee (attendance at the Committee's twice-yearly meetings is expected)
- Co-represent NIAA to Research Leads of Funding Partners to inform and plan administration of their Grant Streams
- A majority of the deputy grants officer's work will be done on-line

Remuneration

There is no direct payment for the role. It is anticipated that the workload of the role will fluctuate and the appointee will need to be able to be flexible enough to dedicate considerably greater amounts of time to the project when this is required, especially during the two grant rounds per year [usually in April/May and September/October].

This is a fixed term contract for a period of three years with an annual performance review, with the possibility to renew for a second term of three years subject to performance.

December 2023

PERSON SPECIFICATION NIAA DEPUTY GRANTS OFFICER

EDUCATIONAL REQUIREMENTS	Application	Interview
Essential <ul style="list-style-type: none"> Relevant medical (post Fellowship) and/or science (PhD) degree 	✓	
EXPERIENCE	Application	Interview
Essential <ul style="list-style-type: none"> Experience of academic publishing Research experience with broad understanding of medical research landscape 	✓ ✓	✓ ✓
Desirable <ul style="list-style-type: none"> Peer review experience Previous committee experience Experience of applying for grant funding 	✓ ✓ ✓	✓ ✓ ✓
SKILLS AND KNOWLEDGE	Application	Interview
Essential <ul style="list-style-type: none"> Excellent oral and written communication skills Strong interpersonal and motivational skills 	✓ ✓	✓ ✓
PERSONAL ATTRIBUTES	Application	Interview
Essential <ul style="list-style-type: none"> Capability of working to a brief on his/her own initiative Commitment to contribute to the development of the NIAA strategy with regard to research grants funding A team worker who is able to plan and achieve aims Self-motivated, enthusiastic and driven Enterprising and innovative 	✓ ✓ ✓	✓ ✓ ✓ ✓ ✓