



## **Vacancy: NIAA Deputy Grants Officer (NEW POST)**

Applications are invited for the **newly created role of Deputy Grants Officer** for the National Institute of Academic Anaesthesia (NIAA), to support the existing NIAA Grants Officer.

This is a three-year fixed term appointment, renewable for a second term of three years, to support and contribute to promoting, developing and implementing a process that will further the vision of the NIAA to facilitate high profile, influential research. We expect that the role-holder could have either a clinical or non-clinical background (i.e. may have an academic or scientific background).

The post holder will provide advice to grant applicants, liaise with funding partners and specialist societies, and work with the existing NIAA Grants Officer as the outward face of the NIAA grants scheme including presenting at meetings and representing the NIAA on external panels where necessary.

The role also involves co-managing the NIAA grants process electronically, including sending applications for peer review and considering conflicts of interest, and working with the NIAA Grants Officer to contribute to the NIAA grants administrative processes including [Researchfish](#) and [AMRC Peer Review Audit](#).

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].

Those who are interested are encouraged to discuss the role with the current NIAA Grants Officer Prof Gudrun Kunst, who can be contacted by email ([info@niaa.org.uk](mailto:info@niaa.org.uk)).

Further information about the NIAA is available [here](#), and the job description and person specification are available [here](#).

To apply please submit your application to [info@niaa.org.uk](mailto:info@niaa.org.uk):

- Covering letter indicating clearly why you want the role and how your skills and experience meet the requirements of the post as set out in the Job Description and Person Specification.
- CV
- Letter of support from employer

**Closing date for applications: 5pm, Monday 13 May 2024**

**Interviews will be held on: date TBC**

**The role will formally commence in July 2024**