

Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Medicine, Health and Life Science
Job Title:	GREAT Senior Bid Writer
Department/Subject:	Psychology
Salary:	Grade 08 £38,205 - £44,263 per annum (pro rata for hours worked) together with USS pension benefits
Hours of work:	21 hours per week (60% FTE)
Number of positions:	1
Contract:	Fixed term until March 2025
Location:	This position will be based at the Singleton

Main Purpose of Post	<ol style="list-style-type: none"> 1. The post-holder will be responsible for managing and overseeing all aspects of bid development, supporting the dissemination and sustainability of the Network’s research, and securing competitive external funding. As such, they will be involved with reviewing and summarising research findings, producing drafts of bids, and horizon-scanning knowledge gaps in the study of gambling and how to reduce its harms. 2. Pro-actively contribute to and conduct research, including gather, prepare and analyse data, generate original ideas, and present results. 3. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication. 4. Be self-motivated, apply and use their initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed 5. Interact positively and professionally with other collaborators and partners within the School and elsewhere in the University and beyond as appropriate such as in veterans’ mental health charities, public organisations, and academia. 6. Contribute to School organisational matters to help it run smoothly and to help raise its external research profile. 7. Keep informed of developments in the field in technical, specific, and general terms and their wider implication for the discipline area, commercial applications, and the knowledge economy. 8. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience. 9. Demonstrate and evidence own professional development, identifying development needs with reference to the Vitae Researcher Development Framework, particularly about probation, PDR, and participation in training events. 10. Maintain and enhance links with the professional institutions and other related bodies. 11. Observe best-practice protocols in maintenance and retention of research records as indicated by HEI and Research Councils records management guidance. This includes ensuring project log-book records are deposited with the Principal Investigator on completion of the work.
General Duties	<ol style="list-style-type: none"> 12. To fully engage with the University’s Performance Enabling and Welsh language policies 13. To promote equality and diversity in working practices and to maintain positive working relationships. 14. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 15. Any other duties as agreed by the Faculty / Directorate / Service Area. 16. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy

<p>Professional Services Values</p>	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p>We are Professional We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p>We Work Together We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p>We Care We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.</p> <p>Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p>Person Specification</p>	<p><u>Essential Criteria:</u></p> <p>Values:</p> <ul style="list-style-type: none"> • Demonstrable evidence of taking pride in delivering professional services and solutions • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. • Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience <p>Qualification:</p> <ol style="list-style-type: none"> 1. A completed or soon-to-be-completed (i.e., within three months) PhD degree in psychology or a related field. <p>Experience:</p> <ol style="list-style-type: none"> 2. Evidence of the ability to actively engage in and contribute to the writing and publishing of research papers for high impact refereed journals. 3. Evidence of the ability to actively engage in and contribute to the writing of external research grant applications. 4. Evidence of planning skills to contribute to the research project. 5. An interest in gambling research and evidence-based treatments for harmful gambling. 6. A commitment to continuous professional development. 7. Excellent organisational and communication skills. <p>Knowledge and Skills:</p> <p>Welsh Language: Level 1 – ‘a little’ (you do not need to be able to speak any welsh to apply for this role) <i>e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.</i></p>

	<p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.</p> <p><u>Desirable Criteria:</u></p> <ol style="list-style-type: none">1. Prior experience of involvement in successful bids for research funding in either gambling related research or addiction/mental health research.
Additional Information	Informal enquiries: Simon Dymond S.O.Dymond@Swansea.ac.uk

