

## ROLE DESCRIPTION NIAA GRANTS OFFICER

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

### Main function

To strategically promote, develop and manage 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

- Provide specialist advice to applicants and enquirers
- Liaise with funding partners and specialist societies
- Represent the NIAA on the Association of Anaesthetist's Research & Grants Committee (attendance at the Committee's twice-yearly meetings is expected)
- Act as the outward face of the NIAA grants scheme – this involves presenting to specialist societies and at some national meetings
- Provide regular reports for NIAA Board and Research Council meetings, and others as required
- Chair the NIAA Grant Committee meetings – two per year
- Strategically engage with further potential funding partners involved in research into anaesthesia and its associated specialties
- Manage the NIAA grants process electronically, including sending applications for peer review and considering conflicts of interest
- Contribute to NIAA Grants administrative processes, including Researchfish and AMRC Peer Review Audit, as required
- Represent NIAA to Research Leads of Funding Partners to inform and plan administration of their Grant Streams

### Remuneration

There is no direct payment for the role. The post is supported by the cost of 1 period of professional activity (1 PA) per week; back-filled to the post-holder's employing organisation (either Trust or University), in order to enable the successful candidate to dedicate a minimum of 4 hours per week to 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.

March 2022