

Candidate Information

Position:	Global Partnerships Compliance Officer (3 years)
School/Department:	Research and Enterprise
Reference:	19/107400
Closing Date:	Monday 6 May 2019
Salary:	£33,199 to £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Thursday 23 May 2019
Duration:	3 years

JOB PURPOSE:

To provide comprehensive professional guidance for the institutional Due Diligence Framework. The post holder will provide professional support to academic staff at Queen's and their global partners in meeting the requirements around due diligence, and co-ordinate and work effectively with professional support services colleagues to oversee the due diligence Framework. The Global Partnerships Compliance Officer will be expected to provide training to staff in the area of due diligence and contribute to longer term developments around due diligence (or equivalent, mandated by funders), such as implementing improvements to working methods, policies, procedures and systems. The post holder will also provide professional expertise in preparing and writing the Overseas Development Assistance (ODA) compliance component of research proposals. The work requires the use of initiative and judgement on how to address and resolve problems with minimal guidance and instructions from senior colleagues.

This is a temporary post, available for 3 years.

MAJOR DUTIES:

1. Develop and maintain a comprehensive knowledge of the global and, in particular, the Overseas Development Assistance (ODA) research landscape. In particular, in relation to policy developments, conduct background research and, in consultation with the Head of Research Development, Head of Research Finance and International Research Development Manager/Officer develop briefings for senior academic and professional services colleagues to support the development, implementation and refinement of the institutional due diligence framework.
2. Act as the primary point of contact for the Institutional ODA Due Diligence Framework both internally and externally, providing expert, professional guidance on undertaking of appropriate checks.
3. Provide oversight for all aspects of the ODA due diligence Framework (pre-award, pre-contract and post award), including: developing and maintaining documentation, providing expert guidance and support to PIs and their global partners on the requirements for due diligence checks, working effectively with relevant professional services colleagues internally and externally.
4. Provide regular management information and reports for senior managers (e.g. Pro-Vice-Chancellor Research and Enterprise) and committees (Global Challenges Research Fund Steering Committee) on the due diligence framework
5. Participate in and service the Global Partnership Operations Group, chaired by the Pro-Vice-Chancellor (Research and Enterprise)
6. Provide input and support to the contracting team in relation to the development and amendment of subcontracting agreements with global project partners throughout the project life cycle.
7. Track, monitor and evaluate ODA-related projects, as mandated by funders
8. Develop monitoring reports and informational materials on ODA-related projects
9. Provide specialist input to committees and forums, including the University's Global Challenges Research Fund (GCRF) Committee, Research Strategy Group and Research Forum, through the preparation of relevant documentation, management information and reports on the due diligence framework.
10. Responsibility for planning and organisation of a range of ad hoc events such as briefings, training sessions around the due diligence framework.

11. Establish and manage direct communications with external funders, colleagues in other Institutions (nationally and internationally), etc. in order to ensure the due diligence framework is optimised and meets funder requirements.
12. Responsibility for developing and maintaining the content of a dedicated due diligence webpage. This will involve responsibility for ensuring guidelines, processes and funder requirement information is comprehensive, updated and made accessible to Principal Investigators and their global partners.
13. Responsibility for managing the collation and verification of auditable documentation in line with the University Due Diligence Framework and funder requirements, providing advice to colleagues and partner organisations on standards expected; and to provide information to support audit requirements.
14. Represent Queen's at relevant external forums.

Planning and Organising:

1. Contribute to short and medium term activities within the team and to take responsibility for the development and delivery of key strategic projects/ initiatives. The post holder will be responsible for setting own day-to-day priorities.
2. Regular monitoring of external sources of information to ensure that our due diligence framework remains up-to-date and fit-for-purpose.
3. Provide expert, professional guidance to and support colleagues involved in implementation of the due diligence framework throughout the grant lifecycle; pre-award, pre-contract and post-award.
4. Plan and organise workshops, events and training sessions, as directed by the RDM (International).
5. Organise and coordinate management information and provide ad-hoc reports, as required.
6. Regular monitoring and tracking/evaluation of ODA-related projects, as mandated by funders.

Resource Management Responsibilities:

1. Develop and maintain research management information including a due diligence database and repository of guidance documentation.
2. Assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.
3. Manage personal time and workload on a medium-term basis to support the delivery of the due diligence framework.

Internal and External Relationships:

1. Liaise with and provide professional direction to Principal Investigators, ensuring that they are aware of the University requirements related to the due diligence framework and ODA compliance.
2. Work alongside key Principal Investigators and their global partner organisations to offer professional guidance and assistance in undertaking the due diligence checks throughout the grant lifecycle and in preparation of the ODA compliance component of research proposals.
3. Engage, on behalf of Principal Investigators, with global partner organisations in the context of compliance with the due diligence framework, contracting agreements, etc., as required.
4. Develop close working relationships with academic staff within Schools and with colleagues within the Research and Enterprise. Engage widely at all levels with University support services (e.g. Finance, Estates, People and Culture) to enable delivery of a co-ordinated and comprehensive due diligence support service to academic staff.
5. On behalf of the University, develop high-level relationships with a network of external stakeholders including the UK Research and Innovation (and equivalent funders), government departments, other universities and research partners (nationally and internationally) in the context of the due diligence framework and ODA compliance.
6. Keep close contact with members of University staff who sit on external advisory boards/committees relevant to Overseas Development Assistance (ODA) research to ensure timely flow of information.
7. Provide a link between R&E and Finance Directorates and the academic and administrative community within the Faculties and provide representation and specialist advice at meetings such as Global Challenge Steering Group chaired by the PVC-Research and Enterprise (or their equivalent).
8. Work with colleagues in the R&E and Finance Directorates to ensure that appropriate services are offered, combined, utilised and delivered to ensure that the risks for undertaking research in, and sub-contracting with third party organisations, in ODA countries has been assessed and are acceptable. This will include working directly for teams outside Research and Enterprise and Research Finance, as necessary.

ESSENTIAL CRITERIA:

1. Honours degree and a minimum of 3 years' recent relevant experience.

2. Experience to include:
 - Successfully contributing to the delivery of complex projects, and of planning and completing project activities within fixed timeframes
 - A good understanding of issues relating to research and research grant applications
 - Demonstrable knowledge of the current and potential developments related to the research funding landscape and the wider context relevant to Higher Education,
 - Preparing high-quality written reports
 - Sourcing and analysing detailed and relevant information, and interpreting and reporting on this in a meaningful way for the target audience.
 - Evidence of managing events/ workshops.
3. Excellent communication skills both oral & written
4. Proven ability to work on parallel tasks with a strong delivery focus
5. Ability to work on own initiative, and prioritise and manage own workload across a diverse portfolio of responsibilities, to meet tight deadlines.
6. Excellent interpersonal skills, and the ability to develop strong working relationships with colleagues and external stakeholders.
7. Strong team-working skills, with the ability to play a leading or supporting role as required.
8. Customer orientated approach to problem solving and meeting multiple deadlines.
9. Strong IT skills, with proficiency in Microsoft Office applications and experience in website management and development
10. Willingness to work flexibly

DESIRABLE CRITERIA:

1. A postgraduate or professional project management qualification.
2. Experience of working within a research environment.
3. Demonstrable knowledge of international research/ODA funding