

Candidate Information

Position: Faculty Research Grants Officer
School/Department: Faculty Office MHLS
Reference: 23/110993
Closing Date: Monday 19 June 2023
Salary: £36,333 - £43,155 per annum
Anticipated Interview Date: Friday 7 July 2023

JOB PURPOSE:

To facilitate the specialist provision of a faculty finance research support service within the Faculty of Medicine, Health & Life Sciences in support of the key targets outlined in Strategy 2030.

MAJOR DUTIES:

1. Delivery of a professional finance research service within the Faculty of Medicine, Health & Life Sciences (MHLS).
2. Maintain a level of expertise in the research funding landscape to facilitate the effective operation of the Faculty finance research service, including knowledge of external funder regulations and internal policies.
3. Supervise and assist at an operational level to ensure all applications are costed using full economic costing (fEC) in line with University procedures and funder criteria in accordance with the Faculty research strategy.
4. Responsible for the management of multiple external deadlines, delegating and assigning tasks as necessary; overseeing the submission and approval of grant applications; overseeing bids in excess of £1M, multi partner, clinical trials and non-preferred funders, such as SEUPB.
5. Ensure the Faculty Finance team (Research) maintain registrations with external funders' on-line portals and submission systems, to facilitate applications and awards to include NIH (USA), NIHR, JeS/TFS and the EC Portal.
6. Accept awards on behalf of the University using online portals, advise where contracts are necessary and oversee the set-up of all new external research grants in MHLS, ensuring appropriate VAT treatment is applied and all policies and regulations are adhered to.
7. Liaise with Research Contracts to oversee the financial and other contractual terms as part of contract review and negotiation; prepare financial schedules for collaborators, sub-contractors and sites as necessary to ensure the University's exposure to risk is managed and mitigated.
8. Assist in the completion of all due diligence required for funders, partners and subcontractors.
9. Provide detailed guidance for the Research Finance Office on the invoicing/claims procedures for all new awards to ensure a seamless transition from Faculty to central finance team.
10. Approve electronic post approval forms for the appointment of staff on research funded posts within the Faculty, ensuring posts are within the budget and timeframe available.
11. Prepare and deliver training courses in pre award research for academics and researchers across the University as required.
12. Actively assist with the design and development of IT systems in support of research, including the promotion of the Research Application System (RAS) and the University costing system, in addition to ensuring the accuracy of the information recorded in the Research Grants Database (RGD).
13. To assist the Finance Business Partner in developing and enhancing working relationships with both Finance and non-Finance professionals within the Faculty, Research Finance, Research & Enterprise, Schools and Centres.
14. Deputise for the Finance Business Partner in their absence.
15. Carry out any other duties which are appropriate to the post as may be reasonably requested by Line Manager/Director of Operations.

ESSENTIAL CRITERIA:

1. Degree, HND, NVQ Level 4 or equivalent in a relevant area plus a minimum of 3 years' practical experience (which may include relevant training) in a similar or related role(s).
2. Substantial experience of pre and post award research finance, costing techniques, completing, submitting grant applications, contract negotiation and grant management.
3. Demonstrable experience of major HEI research funders' policies and procedures relating to costing requirements and terms and conditions related to awards.
4. Experience of using IT at an appropriate level to include experience with large, complex computerised accounting systems, spreadsheets and databases.
5. Experience of developing strong interdisciplinary relationships across a wide range of stakeholders.
6. Effective interpersonal skills.
7. Knowledge of relevant systems.
8. Good communication skills both oral and written.
9. Able to work on own initiative and as part of a team.

DESIRABLE CRITERIA:

1. A recognised professional accounting qualification.
2. Experience in staff supervision.
3. Experience of working with external funders to include NIHR, NIH, EC and RCUK.
4. Experience of working with health trusts.
5. Experience and delivery of training course.