

Candidate Information

Position:	Global Partnerships Assistant
School/Department:	Research and Enterprise
Reference:	23/111084
Closing Date:	Monday 24 July 2023
Salary:	£31,396 - £36,024 per annum
Anticipated Interview Date:	Tuesday 8 August 2023
Duration:	Fixed Term 4 Years

JOB PURPOSE:

The Global Partnerships Assistant will report to the Global Compliance Officer. The post holder will undertake the necessary due diligence checks on University partners and collaborators to support compliance with governmental, institutional, and/or funder requirements.

The post holder will be responsible for maintaining a centralised records for due diligence and export control and will utilise tools available to complete the due diligence processes. They will coordinate the communication of supporting material to academic and professional support services colleagues, undertake assurance checks and monitor adherence. They will deliver a highly professional level of administration as the first point of contact for due diligence related enquiries, and will assist with training and preparation of reports.

MAJOR DUTIES:

1. Provide a comprehensive professional support service for global due diligence requirements within the University and in coordination with funders, international partner organisations, and government bodies.
2. In collaboration with the Global Compliance Officer and the Head of Research Governance, Ethics and Integrity the post holder will contribute to the ongoing development, implementation, maintenance and review of global due diligence policies and procedures, including:
 - Ensuring University policy is current and fit for purpose.
 - Implement and support best practice administrative processes related to international research assurance and due diligence.
 - Provide ongoing support for the implementation of all stages of the due diligence process, including updating guidance for users, conducting due diligence assurance checks, administering partner questionnaires and monitoring adherence to funder and institutional due diligence requirements.
 - Provide support to researchers on available guidance and resources in relation to global due diligence requirements.
 - Provide support, attend and participate in the review of due diligence applications by the R&E Due Diligence Review Group.
 - Aid the Global Compliance Officer to monitor developments within higher education, in particular, around due diligence and other elements of Trusted Research, ensuring that the requirements of funders, professional bodies and good practice requirements are complied with.
3. Maintain accurate records of all due diligence, export control and emerging elements of the trusted research activity on searchable spreadsheets, databases and online systems.
4. Conduct initial assessment of due diligence documents to ensure they are complete, flagging potentially high risk or complex cases to the R&E Due Diligence Review Group.
5. Support the relevant Business Alliance Manager in the development of applications through SPIRE to the Export Control Joint Unit.
6. Coordinate the preparation and distribution of correspondence to researchers and other parties regarding the decision or mitigating actions.
7. Respond to enquiries from academic, professional services staff, and senior managers on matters relating to due diligence.

8. Assist in the delivery and planning of training, workshops, focus groups, events and seminars, in particular, when pertinent to global due diligence matters.
9. IT literacy and/or up to date knowledge of relevant packages, equipment, hardware, software, databases, information systems and procedures, development and maintenance of websites etc.
10. Travel on occasions to training and work related meetings.
11. Undertake such other duties, commensurate with the nature and grade of the role, as may be required.

ESSENTIAL CRITERIA:

1. An honours degree OR relevant academic or vocational qualifications e.g. 2 A-Levels at Grade D or above, or NVQ 3, or equivalent qualification.
2. Plus, significant relevant experience.
3. Experience of providing advice and guidance in response to customer enquiries in complex, technical areas.
4. Demonstrable knowledge of relevant legislative frameworks and associated guidance within this Trusted Research agenda including due diligence and export control.
5. IT literacy and/or up to date knowledge of relevant packages, equipment, hardware, software, databases, information systems and procedures, and maintenance of websites.
6. Ability to build and develop successful relationships with internal and external stakeholders.
7. Ability to work with highly sensitive information and maintaining a high level of confidentiality.
8. Ability to work to a high level of accuracy, prioritise and manage own workload and meet tight deadlines.
9. Use initiative and judgement to resolve daily problems independently or through a support team where appropriate.
10. Ability to assess and organise resources, and plan and progress work activities, projects, changes within own work area, etc., using initiative and judgement with limited recourse to managers.
11. Flexibility and ability to work irregular hours on an occasional basis as required.

DESIRABLE CRITERIA:

1. Experience of working in a research environment within the University and/or Higher Education sector.
2. Experience of working with research funding systems.
3. Participation within external HE research funding networks, groups and bodies.