

Candidate Information

Position: Research Project Coordinator
School/Department: Faculty Office AHSS
Reference: 23/111171
Closing Date: Monday 4 September 2023
Salary: £37,099 - £44,263 per annum
Anticipated Interview Date: Tuesday 26 September 2023

JOB PURPOSE:

Reporting to the Faculty Finance Business Partner the post holder will provide day-to-day management and support for a portfolio of projects, including but not limited to multi-partner research grants where the Faculty of Arts Humanities and Social Sciences are the lead partner. The role will concentrate on post award support and will be required to manage projects in collaboration with Academic and Professional Services colleagues to provide an efficient project management service, including managing the development of proposals and associated bid management activities.

MAJOR DUTIES:

1. To provide project managing support to multiple complex grants (e.g. up to 10 grants of value £500k+) monitoring and reporting on the project's key stages and goals within the agreed constraints of time, cost and quality. This includes:
 - Manage and monitor project budgets and variations and ensure efficient communication on financial issues with all collaborating partners.
 - Work in partnership with the Academic Lead to develop appropriate systems and protocols to manage and monitor the project / funder requirements.
 - Manage and coordinate post-contractual matters on projects, project closures and follow-up work.
 - Identify and manage project risks through appropriate risk mitigation measures.
 - Co-ordinate reports and associated audits ensuring compliance with University policy/procedures and Sponsor requirements.
2. Develop an understanding of the terms and conditions of the grant to be able to provide bespoke advice to Academics on project strategies to ensure robust management of projects.
3. Organise complex multi-partner grants in collaboration with Academic and Professional Services colleagues where the University is acting as lead partner, actively managing conflicting priorities in an environment of competing external deadlines, ensuring all award deadlines are met.
4. Liaise with the internal and external project stakeholders to form a productive working relationship with the funding body and collaborators including substantial contribution to regular review meetings with academic leads e.g. agendas, project updates.
5. Drive communications with key stakeholders over the lifecycle of the project to ensure that the project delivery, including reporting, is completed in line with the funder requirements.
6. Work closely with the Finance Business partner and Assistant Finance Business Partner (pre award) to support the effective operation of the faculty finance function.
7. Exercise delegated responsibility , where appropriate. E.g. represent the Faculty Finance Business Partner as required and manage allocated project resources.
8. Carry out any other duties which are appropriate to the post.

ESSENTIAL CRITERIA:

1. Primary degree, HND or NVQ4.
2. Significant experience of supporting the management of large-scale projects, with a proven track record of delivering to schedule, budgetary and specification requirements.
3. Experience in the preparation of financial and/or management accounts, budgets and estimates.
4. Experience of project planning, monitoring and reporting progress on projects of significant scale.

5. Experience of organising, managing and coordinating multiple project activities in an environment of competing deadlines and priorities.
6. Experience of working as part of a multi-disciplinary team including demonstrable evidence of managing multiple stakeholders.
7. Extensive experience of using a range of IT systems and databases for analysis and presentation purpose.
8. Evidence of ability to exercise initiative and work independently, maintaining high levels of accuracy whilst under pressure.
9. Demonstrable awareness of HEI research funders' policies and procedures.
10. Excellent oral and written communication skills with demonstrability in preparation and delivery of professional presentations and reports.
11. Ability to build and maintain effective working relationships with a wide range of people and roles at different levels of seniority.

DESIRABLE CRITERIA:

1. Hold a relevant professional qualification (e.g. part qualified in ACA/ACCA/CIMA, certified PRINCE2, MAPM or PMP).
2. Demonstrable experience of implementing HEI research funders' policies and procedures.
3. Practical knowledge of contract drafting, negotiation and management in an academic or industrial R&D environment.