Research Grants Co-ordinator
Research and Enterprise

Closing date: 13 November 2017
Interview date: 06 December 2017
Vacancy reference: 6121
INTRODUCTION

Due to growth in grant volumes and complexity, this is an opportunity to contribute to the on-going development of Research Support at York during a period of significant change. Each grants co-ordinator manages their own portfolio of grants for a given range of funders or departments and is responsible for managing the application process, liaising with external & internal stakeholders, providing guidance & advice, financial administration and funder compliance.

This role will reside in the Research Grants & Contracts Office (RGC) within the UK Health, Government & Industry team and will initially focus on grants from UK Health funders. All team members will need to assist colleagues with grants from other funders as required.
Main purpose of the role

To manage a portfolio of research applications and grants for a given range of funders (or departments) and, be responsible for managing the application process, financial administration and funder compliance. To contribute to the on-going development of Research Support at York, by participating in various initiatives.

Key responsibilities

• Provide daily pro-active customer liaison with researchers, academics, Heads of Department and departmental staff across the University

• Act as expert on complex university and sponsor guidelines and regulations for specific range of funders, interpret these rules to provide guidance and advice to all levels of researchers and academics across university. This includes taking a lead role in identifying & solving complex problems pertinent to your project portfolio.

• Accurately review grant costings for research funding applications including the proper classification of expenditures, reviewing partner costs when the lead and other compliance issues (pertinent to University policies, Funder rules, external legislation e.g. VAT, etc)

• Advise staff in academic departments on application requirements, processes and submission systems ensuring compliance if required.

• Play an active role in managing own portfolio of grants - provide expert advice and assistance in the monitoring of all project accounts in the portfolio, identifying & reporting any irregularities with projects to the Team Leader/RGC Manager as needed; ensuring that projects are opened and closed in a timely fashion.

• Initial setting up of new grants including work orders, budgets, milestones, contract co-ordination etc.

• Ensure all on-going relevant project documentation is filed and maintained in a timely fashion.

• Preparation and distribution of financial grant claims and statements, including regular reconciliation and re-profiling of project budgets, to awarding bodies in line with their requirements - sourcing evidence if required and liaising with external partners.

• Liaise with internal and external auditors as appropriate.

• Maintenance of research grants/management reports/budgets information/grants diary/milestones

• Coordinate grant transfer from other universities including financial reconciliations, income transfers, audit and contract novations

• Support academics with multidisciplinary grants in coordination with external & internal collaborating academic and non-academic organisations, both nationally and internationally throughout the grant lifecycle.

• On contractual matters, liaise with IP & Legal office on on-going basis

• Assist with the development and delivery of training of research administrators and researchers (in RGC and Academic departments). Pro-active facilitation of sharing of knowledge amongst relevant research administrators

• Contribute to on-going development of RGC service and, as appropriate, take responsibility for specific initiatives to benefit the wider team and University

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## PERSON SPECIFICATION

### Qualifications

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<th>Essential / Desirable</th>
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<tr>
<td>Educated to degree level or equivalent professional experience</td>
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<td>Good maths GCSE or equivalent</td>
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<td>Accounting or business qualification, or equivalent professional experience</td>
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### Knowledge

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<tr>
<td>Knowledge of academic research processes and issues</td>
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<td>Knowledge of the requirements of major sponsors of research activity in HE sector, or in a similar environment</td>
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### Skills, abilities and competencies

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<td>High level of computing skills, ability to utilise standard (e.g. Microsoft) software and adapt to bespoke systems, particularly those with a financial basis.</td>
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<td>Excellent numerical skills, showing confidence and meticulous attention to detail when dealing with finances</td>
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<td>Able to work both independently and as part of a small team, prioritising work and responding flexibly to achieve deadlines</td>
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<td>Able to demonstrate and bring a high level of organisational and project management skills to a highly diversified and complicated portfolio of research projects</td>
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<td>Able to identify practical solutions to multi-faceted issues and able to explain these in simple terms to other staff, escalating internally and externally to relevant stakeholders as required.</td>
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<td>Willing and able to develop into an expert within the institution on all matters associated with specific research funders - providing confident interpretation of sponsor rules, regulations and contractual provisions.</td>
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### Experience

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<td>Working in an administrative role in a complex organisation</td>
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<td>Collating, calculating and formulating financial information and budgets</td>
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<td>Working on research grants administration in a HEI or awarding body, or in a similar environment, where skills can be transferred</td>
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<td>Developing/ implementing/ documenting new processes/procedures (involving a wide range of staff)</td>
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### Personal attributes

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<td>Proactive approach and keen to take the initiative to improve ways of working</td>
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<td>Keen to deliver a good customer service to academic departments</td>
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<td>Keen to keep up to date with new legislation, institutional policies, sponsor rules and wider context to develop as a professional administrator</td>
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THE DEPARTMENT

The Research and Enterprise Directorate is the University department responsible for central management of the University's activities and strategy in research and knowledge exchange, and for providing comprehensive support to academic departments in their research and impact activities. Its primary purpose is to mobilise the University's research and knowledge base in pursuit of both excellence and financial sustainability, and to ensure that its research skills, knowledge and know-how benefit external users. In an environment of contracting research funding and rapid change in funder expectations of HE institutions, the Directorate leads operational change management in order to ensure that York remains competitive and successful in research and knowledge transfer.

Research and Enterprise Objectives

- To provide an environment for research that maximises research excellence and its social and economic impact, and promotes staff recruitment and retention;
- To help academic departments increase the volume of their research and innovation income;
- To efficiently manage the administration of grants and contracts;
- To manage and assist the governance of University-level procedures around research and enterprise;
- To manage the reporting and control framework to support all the University's research grant activities;
- To develop income-generating relationships between the University and external partners including businesses;
- To increase the volume and quality of the University's Continuing Professional Development offering;
- To foster a culture of societal impact and enterprise amongst staff.

Services Provided

- Pre-award support for application development and submission;
- Research related contract/agreement review, drafting and negotiation;
- Financial administration of the University research grant and contract portfolio, including responsibility for claims;
- Development and support for University-wide policies and systems for managing and reporting on research and enterprise activities;
- Promoting and marketing the University's research base and its technical facilities to external organisations.
THE DEPARTMENT

- Developing financially beneficial research links with public and private sector bodies;
- Working with external partners to create sustainable enterprises through knowledge transfer, innovation and collaboration;
- Protection and exploitation of the University’s intellectual property;

Acting as the University’s key point of contact with regional and national agencies involved in economic development;

Supporting the development and administration of Continuing Professional Development programmes for business, public and third sector employees.

The Research Grants and Contracts (RGC) section provides administrative support and financial control for all research grants and contracts, from initial application through to closure of live awards. RGC overall comprises 28 staff organised into four teams based around specific funders (UK Health, Government & Industry, Research Councils, European Commission and Charities & non-EC overseas). RGC currently handles around 1000 applications per annum and 1000 live research projects from over 170 different funders.

Based in the Research and Enterprise Directorate, RGC staff work closely with colleagues in academic departments, in other support areas and liaise with funders and partner organisations on a regular basis. Problem solving, interpreting complex rules and conveying them in easily understood language is a regular part of all RGC roles.
The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

**The City of York**

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

**Shopping, culture and entertainment**

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

**Housing and schools**

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

**Great location**

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

**Yorkshire**

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6121
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 13 November 2017.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to anna.payne@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835