Research Grants Officer
Research and Enterprise

Closing date: 4 November 2018
Interview date: TBC
Vacancy reference: 7100
INTRODUCTION

The Research Grants and Contracts (RGC) section provides administrative support and financial control for all research grants and contracts and this includes responsibility for the application process for research proposals made to external funders. An exciting opportunity has arisen for a skilled, self-motivated individual who is looking to develop a career in research administration.

The post-holder will manage the application process, financial administration and funder compliance on a portfolio of simple grants for a range of funders or departments.
Main purpose of the role

This role is expected to manage a portfolio of simple grants at pre and post award with the view to gaining experience of more complex research grant administration and playing an active role in the development of the RGC service.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Provide daily pro-active customer liaison with academics, researchers and departmental staff across the University.
- Develop knowledge of university and external funder guidelines with the aim of becoming a specialist and able to provide guidance to a wide range of staff.
- Accurately review grant costings for simple research funding applications including the proper classification of expenditures 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 simple grants, with the aim of developing knowledge around more complex aspects of research administration.
- Reporting any grant irregularities to the relevant Grant Coordinator/Team Leader/RGC Operations Manager as needed; ensuring that grants are opened and closed in a timely manner.
- Initial setting up of new grants including budgets, reporting milestones, contract coordination and ensuring accurate maintenance during the lifetime of the grant.
- Ensure all on-going relevant project documentation is filed and maintained in a timely fashion.
- Prioritising workload so that internal and external deadlines are met.
- Preparation and distribution of grant claims, invoices and statements. Arranging their review and authorisation by relevant Grant Coordinator/Team Leader.
- Regular monitoring, reconciliation and re-profiling of project budgets with guidance when required.
- Maintenance of research grants/management reports/budgets information/grants diary/milestones
- Act as liaison for reviewing and drafting of contracts between the funder/partner and the University’s IP & Legal team as required.
- Assist with the ongoing development of the RGC service and the wider REO directorate
- Be proactive in personal development
- Assist the Team Leaders in the oversight of RGC’s standard administrative activities such as evidencing direct expenditure charged to research grants.

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

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Educated to degree level or equivalent professional experience</td>
<td>Essential</td>
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<td>Good Mathematics GCSE or equivalent</td>
<td>Essential</td>
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<tr>
<td>Financial/Administrative qualification</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge and understanding of Higher Education Research</td>
<td>Essential</td>
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<td>Administrative procedures and processes used in a busy office within a large, complex organisation</td>
<td>Essential</td>
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<td>Knowledge of Worktribe and Agresso</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<td>Good level of computing skills; ability to utilise Microsoft Office Suite and be familiar with the Google Apps Suite and to develop skills associated with specific systems for budget preparation and grant reporting</td>
<td>Essential</td>
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<td>Good numeracy skills, with the ability to monitor expenditure against a financial account/budget</td>
<td>Essential</td>
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<td>Good interpersonal skills – able to develop good working relationships with all staff</td>
<td>Essential</td>
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<td>Able to work independently and as part of a team, prioritise own work and achieve deadlines</td>
<td>Essential</td>
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<td>Able to communicate verbally and in writing with a broad range of people from different backgrounds, including the ability to make communicate technical concepts to a non-specialist audience</td>
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<td>Able to produce consistently high-quality work</td>
<td>Essential</td>
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<td>Pragmatic approach to solving problems</td>
<td>Essential</td>
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<th>Experience</th>
<th>Essential / Desirable</th>
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<td>Experience of working with financial information</td>
<td>Essential</td>
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<td>Working in Higher Education</td>
<td>Desirable</td>
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<td>Experience of working in research grants administration</td>
<td>Desirable</td>
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<td>Experience of handling complex processes involving a wide range of internal and external stakeholders</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Keen to deliver a good customer service</td>
<td>Essential</td>
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<td>Keen to keep up to date with new sponsor rules and policies and to develop as a professional research administrator</td>
<td>Essential</td>
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<td>Willing to learn and develop new skills to meet the needs of the role and the team</td>
<td>Essential</td>
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<td>Highly organised</td>
<td>Essential</td>
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<tr>
<td>Enthusiasm and commitment to producing high-quality work</td>
<td>Essential</td>
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THE DEPARTMENT

Research Grants and Contracts (RGC), is a section within the Research and Enterprise Directorate.

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
THE DEPARTMENT

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;
- 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 currently organised into four teams based around specific funders ((Research Councils, European Commission. Health, Government & Industry, and Charities & Overseas). RGC currently handles around 1000 applications per annum and 1000 live research projects from over 170 different funders. 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.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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 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 7100
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 4 November 2019

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 Kirsty Dillingham, RGC Operations Manager (01904 324208)

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

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