Research Grants Officer
Research and Enterprise, Research Grants and Contracts

Closing date: 10 April 2019
Interview date: 29 April 2019
Vacancy reference: 7485
INTRODUCTION

The Research Grants and Contracts (RGC) team provides administrative and financial support for all research grants. An exciting opportunity has arisen for an experienced administrator with financial and customer services skills who is looking to develop a career in research administration.

The post-holder will manage the application process, post-award financial administration and funder compliance on a portfolio of 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 developing expertise and ability to provide guidance on a portfolio of funders to a wide range of staff.

- Accurately review grant costings for a portfolio of research funding applications including the classification of expenditures and other compliance issues, for example University policies, Funder rules, external legislation e.g. VAT etc.

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

- Play an active role in managing a portfolio of grants, with the aim of developing knowledge around more complex aspects of research administration.

- Report any grant irregularities to the relevant Grant Coordinator/Team Leader/RGC Operations Manager as needed;

- Ensure 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.

- Prioritise workload so that internal and external deadlines are met.

- Preparation and distribution of financial 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 Research and Enterprise 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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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level or equivalent professional experience</td>
<td>Essential</td>
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<tr>
<td>Good GCSE or equivalent in Mathematics and English Language</td>
<td>Essential</td>
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<tr>
<td>Financial or 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 of the general administrative procedures and processes used in a busy office within a large, complex organisation</td>
<td>Essential</td>
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<td>Knowledge and understanding of Higher Education Research</td>
<td>Desirable</td>
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<td>Knowledge of finance software applications</td>
<td>Desirable</td>
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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to use Microsoft Office Suite, to include Word, Excel and Powerpoint.</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 and verbal skills with the ability to communicate and build good working relationships with a broad range of people.</td>
<td>Essential</td>
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<td>Able to work independently and as part of a team.</td>
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<td>Able to prioritise own work and meet deadlines.</td>
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<td>Ability to interpret complex information and convey them to a variety of audiences.</td>
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<td>Ability to learn the skills associated with specific systems including for budget preparation and grant reporting</td>
<td>Essential</td>
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**PERSON SPECIFICATION**

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience of working with financial information</td>
<td>Essential</td>
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<td>Experience of delivering a high level of customer service</td>
<td>Essential</td>
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<tr>
<td>Experience of working in a Higher Education environment or similar environment</td>
<td>Desirable</td>
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<td>Experience of working in a busy administration office environment</td>
<td>Desirable</td>
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<td>Experience of handling complex processes involving a wide range of internal and external stakeholders</td>
<td>Desirable</td>
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**Personal attributes**

| Enthusiastic ‘can do’ attitude, a pragmatic approach to problem solving and willing to help others during busy periods. | Essential |
| Willingness to learn and update the skills required for the role                                                      | Essential |
| Highly organised with attention to detail and a pride in providing good customer service.                             | Essential |
Research Grants and Contracts (RGC) is a large team 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, social and economic impact
- 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;
THE DEPARTMENT

- 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 and financial support for all research grants and contracts, from initial application through to closure of completed grants. RGC staff are organised into three department-aligned teams. The office currently handles around 1000 applications per annum and 1000 live research projects from over 170 different funders and works closely with colleagues in academic departments, other professional support areas and liaise with funders and partner organisations on a regular basis.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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 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 7485
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 10 April 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

Informal enquiries are welcome and should be made to Phil Wiles at phil.wiles@york.ac.uk: 01904 325871 or Anna Payne at anna.payne@york.ac.uk: 01904 324263 or David Hudson at david.hudson@york.ac.uk: 01904 324404

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

recruitment@york.ac.uk

+44 (0)1904 324835