Research Grants and Contracts Team Leader

Department: Research and Enterprise

Hours of work: Full time, 37 a week

Contract type: Open

Salary: £40,322 - £49,553 per year
Introduction

The University of York has a research grant income of over £85m per annum and a grant portfolio of approximately 1000 active grants. The Research Grants and Contracts Team (RGC) form part of the Research and Enterprise Directorate. RGC manages the end to end process of all research grants. The Team Leaders within RGC are responsible for the management of their team and the compliance of research grants management with funder and University requirements. As one of three Team Leaders, this role provides an interesting and varied range of work across a portfolio of academic disciplines.

The Team Leaders contribute to the development of the overall service, working closely with the Research Grants and Contracts Operations Manager to enhance the University’s research systems, processes and management information on a continual basis to maximise income and mitigate risk, as part of a comprehensive support service to Academic Departments.

Main purpose of the role

You will be responsible for continuity, consistency and improvement of service standards of day-to-day activities within your team. This includes all aspects of team management and development, workload distribution and oversight and improvement of working practices across research grants administration (pre and post award processes) to ensure compliance with funder and University requirements and appropriate consistency in service delivery to academic and administrative staff across the institution. You will also ensure good working relationships are maintained with funders, Academic Departments and Professional Services colleagues.

Key responsibilities

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

Team management and development

- Line manage and lead a team of Grant Coordinators and Grant Officers, setting overall goals and direction of the team and optimise resources to ensure objectives are consistently met.

- Responsible for team inductions and development, the distribution of workloads and upholding service standards.

- Maximise the performance of your team, and carry out performance reviews, ensuring that any training and development needs which are identified are met.

- Ensure that all team members adhere to University deadlines and funder requirements and regulations throughout the lifecycle of the grant.

- Develop excellent working knowledge of all research funders within the team’s portfolio, and beyond, in order to support team members.

- Act as a first point of contact and expertise when issues arise with service delivery in your team and identify and provide resolution to any issues, working with the relevant team member and escalating where appropriate.
• Contribute to the development and delivery of training events for your team and beyond, and the general dissemination of research grant practice and policies.

• Assist with the development and delivery of training of research administrators and researchers (in your team, the larger RGC team and in Academic Departments).

Oversight and Improvement of working practices

• Work with the RGC Operations Manager, the other Team Leaders and colleagues to continually enhance service delivery.

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

• Provide and enhance research grant management information.

• Perform detailed analysis, manipulation and interpretation of specialised data, to create reports and highlight/prioritise issues

• Work with IT Services to provide appropriate systems support for the RGC service and take specific responsibility for certain elements/initiatives.

• Manage and review research grant systems, to support a range of administrative procedures and processes, ensuring they are fit for purpose, and to maximise efficiency.

• Provide support to the Academic Research Coordinators (and Department Research Committee chairs) as appropriate in relation to research grant activities and provide support to the research elements of the planning process.

• Provide daily proactive customer liaison with researchers, academics, Heads of Department and departmental staff across the University.

• Act as expert on the more complex University and sponsor regulations and guidelines for a specific range of funders, providing guidance and advice to all levels of researchers and academics across the University.

• Create and implement processes for recording and maintaining service-related data

• Ensure consistency of information and communication of essential operational materials

Play an active role in personally managing a portfolio of grants

• Provide expert advice and assistance in the monitoring of all project accounts in the portfolio, reporting any irregularities with projects to the RGC Operations Manager as needed; ensuring that projects are opened and closed in a timely fashion.

• Accurately review grant budgets for research funding applications including the correct classification of expenditure and other compliance issues (University, funder, VAT etc) and advise staff on application processes.
- Initial setting up of new grants on the University systems, including work orders, budgets and milestones.
- Ensure all on-going relevant project documentation is filed and maintained in a timely fashion.
- Preparation and distribution of grant claims and statements to awarding bodies in line with sponsor requirements. Liaise with internal and external auditors as appropriate.
- Maintain research grant records and a grants diary, and produce management reports and budget information.
- Coordinate grant transfers to and from other Universities including audit and contract novations.
- Support academics with multidisciplinary grants in coordination with collaborating researchers nationally and internationally, and other professional support colleagues.
- Liaise with the Intellectual Property and Legal Team (IP&L) Manager and other IP&L colleagues on contractual matters.
- Provide detailed advice and guidance on specialist defined processes and procedures to internal and external customers. Prepare associated reports and presentations.
# Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level or equivalent professional experience</td>
<td>Essential</td>
</tr>
<tr>
<td>Good maths GCSE or equivalent</td>
<td>Essential</td>
</tr>
<tr>
<td>Management for postgraduate qualification or equivalent demonstrable experience</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

**Knowledge**

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant knowledge of the funder requirements for research in the HE sector</td>
<td>Essential</td>
</tr>
<tr>
<td>Detailed knowledge of financial processes, authorising and reporting expenditure against budget</td>
<td>Essential</td>
</tr>
<tr>
<td>Thorough knowledge of a range of IT packages, e.g. Microsoft Office and Google</td>
<td>Essential</td>
</tr>
</tbody>
</table>

**Skills, abilities and competencies**

<table>
<thead>
<tr>
<th>Skills, abilities and competencies</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to line manage a team to deploy available resources to optimum effect</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to review operational procedures and processes, ensuring they remain fit for purpose and maximise efficiency, make recommendations for improvements as identified and implement agreed change</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent numeracy skills, with the ability to manage a grant related budget/associated accounts, write financial reports and produce management statistical information/data as required</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to write clearly, concisely and persuasively, for reports and online material</td>
<td>Essential</td>
</tr>
<tr>
<td>Strong IT skills: including word processing, email, expertise in manipulating databases and spreadsheets, and establishing/managing online information</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent oral and written communication skills, with the ability to provide detailed advice and guidance on specialist defined processes and procedures to internal and external contacts</td>
<td>Essential</td>
</tr>
<tr>
<td>A high degree of attention to detail</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent interpersonal skills with the ability to influence others, foster and maintain relationships and negotiate mutually acceptable solutions</td>
<td>Essential</td>
</tr>
</tbody>
</table>

**Experience**

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant recent experience of working with research funding</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience</td>
<td>Essentiality</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Significant experience of the application and award process and handling multi-organisation applications</td>
<td></td>
</tr>
<tr>
<td>Significant experience of the administration of active research grants, in particular financial planning and management, and use of finance system(s)</td>
<td></td>
</tr>
<tr>
<td>Experience of developing and implementing new processes/procedures and ensuring they align with the overall strategy</td>
<td></td>
</tr>
<tr>
<td>Significant experience of managing and developing teams</td>
<td></td>
</tr>
<tr>
<td>Experience of change management</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

**Personal attributes**

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Essentiality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrable ability to lead and work as part of a team</td>
<td></td>
</tr>
<tr>
<td>Organised and able to prioritise own work and that of others</td>
<td></td>
</tr>
<tr>
<td>Demonstrable initiative and problem solving</td>
<td></td>
</tr>
<tr>
<td>Highly motivated; able to work independently and motivate others</td>
<td></td>
</tr>
<tr>
<td>Able to deal with confidential matters and act with discretion</td>
<td></td>
</tr>
<tr>
<td>Keen to keep up to date with new legislation, sponsor rules and to develop as a professional research team leader</td>
<td></td>
</tr>
</tbody>
</table>