Research Grants Coordinator

**Department:** Research, Innovation and Knowledge Exchange  
**Hours of work:** Full time | 37 hours per week  
**Contract type:** Open and fixed term positions for up to 1 year are available  
**Salary:** £34,308 - £42,155 per year
Main purpose of the role

We are seeking a highly motivated individual with excellent finance and communication skills to join our expanding Research Grants Operations (RGO) team.

Each grants co-ordinator manages grants for a range of funders or departments and is responsible for managing the application process, liaising with external and internal stakeholders, providing guidance and advice, financial administration and funder compliance.

York is a research-intensive university committed to strengthening our position as one of the world’s premier institutions for inspirational and life-changing research.

The post holder requires excellent financial skills with equally strong interpersonal skills to provide guidance, manage the application process, financial administration and contractual compliance of research grants associated with a designated range of research grants/funders. A high level of organisation will be maintained and requires continued development to gain expert understanding of a variety of funders.

Educated to degree level or equivalent, you will have significant administrative experience in a complex organisation and have knowledge of academic research processes and issues. You will be keen to develop and provide a high-quality administrative service. You will work closely with colleagues in other support areas and in academic departments and liaise with funders on a regular basis.

Main duties:

• To manage a portfolio of research applications and grants.
• To 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

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

1. Role Specific Responsibilities

• Provide daily pro-active customer liaison with researchers, academics, Heads of Department and departmental staff across the University, and advise staff in academic departments on application requirements, processes and submission systems ensuring compliance if required
• Act as an expert on complex university and sponsor guidelines and regulations for a 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 an individual’s 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)
• Initial setting up and ongoing maintenance of grants including work orders, budgets, milestones, contract co-ordination, management reports, budgets information, and ensure all on-going relevant project documentation is filed and maintained in a timely fashion
• Proactively manage own portfolio of grants - provide expert advice and assistance in the monitoring of all project accounts in the portfolio, identifying and reporting any irregularities with projects to the Team Leader/RGO Manager as needed; ensuring that projects are opened and closed in a timely manner
• 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 and the Contracts team as appropriate
• Coordinate grant transfer from other universities including financial reconciliations, income transfers, audit and contract novation agreements
• Support academics with multidisciplinary grants in coordination with external and internal collaborating academic and non-academic organisations, both nationally and internationally throughout the grant life-cycle
• Assist with the development and delivery of training of research administrators and researchers (in RGO and Academic departments). Pro-active facilitation of sharing of knowledge amongst relevant research administrators

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

2. University of York Responsibilities for Grade 6

Service and Operational Delivery
• Oversee a responsive and proactive support service to ensure service expectations are met.
• Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
• Contribute to operational leadership teams and decision making to shape the nature and level of support services.
• Implement changes to the design and development of a service.
• Accountable for delivery of a service within a defined area or defined responsibilities.
• Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
• Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
• Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
• Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
• Ensure the review and improvement of systems and procedures in line with University frameworks.
• Review internal and external practice to identify opportunities for future improvements or efficiencies.
• Apply expertise to identify, understand and propose resolutions for issues or problems.
• Proactively identify opportunities for building personal knowledge and skills for self and others.
• Deliver knowledge sharing on specialist defined processes across the broader team.
Specialist Contribution

- Provide advice to stakeholders in relation to complex policies, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
- Plan and manage longer term programmes of work, monitoring progress as required.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
**Person specification**

<table>
<thead>
<tr>
<th>Role Specific</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>Accounting or business qualification</td>
<td>Desirable</td>
</tr>
<tr>
<td>Knowledge of academic research processes and issues and of the requirements of major sponsors of research activity in HE sector or similar environment</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent numerical skills, showing confidence and meticulous attention to detail when dealing with finances and experience of using financial software.</td>
<td>Essential</td>
</tr>
<tr>
<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>
<td>Essential</td>
</tr>
<tr>
<td>Able to identify practical solutions to multi-faceted issues and able to explain these in simple terms to other members of staff, escalating internally and externally to relevant stakeholders as required</td>
<td>Essential</td>
</tr>
<tr>
<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>
<td>Desirable</td>
</tr>
<tr>
<td>Experience of working in a large complex organisation</td>
<td>Desirable</td>
</tr>
<tr>
<td>Experience of working with funding bodies and/or Higher Education</td>
<td>Desirable</td>
</tr>
<tr>
<td>------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Demonstrable experience or working with legislation and finance and the ability to keep up to date with new legislation, institutional policies, sponsor rules and wider context to develop as a professional administrator</td>
<td>Essential</td>
</tr>
</tbody>
</table>

**University of York Person Specification for Grade 6**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Lead projects
- Gather, analyse, interpret and report complex data/information
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools

**Behaviours:**

- Works collaboratively with others
- Delivers a quality service
- Develops self and others
- Actively champions respect, inclusivity, equality and diversity
- Identifies and implements continuous improvement