



## [ABOUT LOUGHBOROUGH UNIVERSITY](#)

### [RESEARCH OFFICE](#)

#### **RESEARCH GRANTS AND CONTRACTS ASSISTANT (2 POSTS)**

**REQ NO: REQ171224**

**DEC 2017**

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployment candidate is identified.

#### **JOB DESCRIPTION**

**JOB GRADE:** Administrative Services Grade 5

#### **JOB PURPOSE:**

The post holder will be responsible for supporting the submission of high quality research proposals across the University. Guided by the Research Grants and Contracts Manager, the Research Grants and Costings Assistant will support the development of high quality research project proposals, liaising with the Research Development Managers in the development of strategic project proposals whilst also liaising directly with academic investigators. The post holder will provide advice and assistance in relation to the costing, pricing, reviewing and checking of all submissions against funder criteria plus the submission to the funder. In addition, they will ensure the incorporation of appropriate central strategic information and statements.

#### **JOB DUTIES:**

##### **Preparation of New Research Project Submissions**

- Guided by the Research Grants & Contracts Manager, to provide advice to academic staff on the accurate costing and pricing of research applications in accordance with the funding body's regulations.
- To utilize the University costing tool to generate accurate costs and prices to include in research applications.

- To enter staff costs and associated FEC costs into research applications
- To submit applications through electronic document submission systems such as Je-S, e-GAP, Leverhulme, and the EU Participant portal.
- For all research proposals, to ensure a smooth transition through the project management system including internal peer review and approvals process, ensuring that high level approvals/sign offs are sought before submission to the funding body.
- Under the guidance of the Research Grants & Contracts Manager, to ensure that all applications are enhanced and benefit from the inclusion of the relevant strategic governance statements and appropriate contextual commentary.
- On multi-institutional bids to liaise with other institutions' administrative teams to ensure parallel development of the project proposal and its timely submission to the funder.
- On strategic project proposals to provide support to the Research Development Managers and other internal support staff to ensure timely submission to the funder.

### **Setting up of budgets**

Under the guidance of the Research Grants & Contracts Manager, to utilize the project management system to set up and record accurate budget and expenditure code information.

### **Amendments to research projects post award**

- Under the guidance of the Research Grants & Contracts Manager, to utilise the project management system to cost out contract amendments and extensions.
- To make any budget or overhead adjustments required on Agresso following a project amendment or extension

### **Maintaining current information on external funding developments**

- To receive information from the Research Policy and Planning Team on relevant changes to funding requirements.
- To ensure an appropriate level of awareness of University strategy and targets, as well as current challenges.

### **General Duties**

- To represent the University internally and externally, as appropriate.
- To carry out specific administrative roles and functions as may be reasonably required e.g. to take part in or act as chair of committees and working groups.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## Other

- All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy and Procedures.
- All staff should hold a duty and commitment to observing the University's Equality and Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and University policies/procedures.
- The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at: <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.
- We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>). In addition, the University is supportive, where operational needs allow, of flexible working arrangements.
- We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Reports to:

Research Grants and Contracts Manager

## PERSON SPECIFICATION

**JOB TITLE:** Grants and Contracts Officer

**JOB GRADE:** Administrative Services Grade 5

	<b>Essential</b>	<b>Desirable</b>	<b>Stages to be Assessed</b>
<b>Education / Qualifications</b>	Educated to at least A level or equivalent or have significant experience in a relevant role.		1,3
<b>Experience</b>	<p>Previous experience of dealing with research proposal development, and other research grant processes, including costing and pricing and bid submissions</p> <p>Awareness of the funding opportunities and the rules and regulations of a wide variety of research funders that are available to University researchers, e.g. Research Councils, Charities, Government Departments, European Union etc.</p>	Demonstrable experience of working within a University or similar organisation, where research is a core activity.	<p>1,3</p> <p>1,2,3</p>
<b>Skills and Abilities</b>	Ability to relate to academic staff, represent their interests and to help contribute towards crafting quality research applications in liaison with them, and other senior support staff as part of an institutional team approach	An understanding of and an empathy with the research environment of the University and its significance for the University, the individual researcher, students and the community.	1,3

<b>Skills and Abilities (continued)</b>	Ability to work in a methodical and accurate manner, having a high level of attention to detail. High level of ICT skills (Microsoft Office, Word, Excel and Powerpoint being particularly important)		1,2,3
	Excellent interpersonal skills, and the ability to work as an effective part of a team as well as independently when required		1,3
	Ability to prioritise workload, working to tight deadlines and use initiative where appropriate		1,2,3
	Ability to present information (written and oral) clearly, persuasively and enthusiastically		1,3
	A high degree of numeracy and confidence with figures and budgets		1,3
<b>Other</b>	Commitment to observing the University's Equal Opportunities Policy at all times		1,3

Stages in Assessment: 1. Application Form at Shortlisting. 2. Selection Test. 3. Interview

### **Conditions of Service**

The position is full-time and fixed term for 9 months or the earlier return of the post holder, whichever is the soonest. Salary will be on Administrative Services Grade 5

£24,285 - £28,936 per annum, subject to annual pay award, starting salary to be confirmed upon offer of employment depending upon previous qualifications and experience.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found at: [http://www.lboro.ac.uk/media/wwwlboroacuk/content/humanresources/downloads/acadrelatedcos\\_v1.pdf](http://www.lboro.ac.uk/media/wwwlboroacuk/content/humanresources/downloads/acadrelatedcos_v1.pdf)

### **Informal Enquiries**

Informal enquiries are welcome and should be made to Louise Denniff Research Projects Manager, Research Office, by email at: [L.Denniff@lboro.ac.uk](mailto:L.Denniff@lboro.ac.uk) or by telephone on +44 (0)1509 222232.

### **Applications**

The closing date for receipt of applications is Sunday 14<sup>th</sup> January 2018. Interviews will be held on Friday 19<sup>th</sup> January 2018.