

## **JOB TITLE: Senior Research and Innovation Support Officer**

Job Ref: REQ230569

**As part of the university's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **Department Summary**

The Research and Innovation Office plays a leading role in shaping and delivering the University's research and enterprise activities and provides a high quality, added value and seamless service to researchers across the research development pipeline.

The Office incorporates a number of different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes.

The Research and Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

### **Job Description**

**Job Grade: MA6**

#### **Organisational Responsibility**

Reporting to the Senior Research and Innovation Support Manager within the Research Support Team.

#### **Job Purpose**

The post holder will be an experienced and resourceful research administrator, who will provide expert advice and practical support to team members, covering the full range of operational tasks undertaken by the Research Support Team.

The post holder will ensure that the members of the Research Support Team (Pre and Post Award) are provided with adequate training and on-going support to enable them to undertake their role of supporting the core process activities for research support from initial costing and application submission through to ongoing financial management and project closure.

Guided by the Senior Research and Innovation Support Manager, the Senior Research and Innovation Support Officer will work with the Research and Innovation Compliance Manager and the Research and Innovation Support Managers to identify training needs, and proactively put in place training and support as appropriate. The post holder will be responsible for the Induction of all new staff into the Research Support Team, ensure training is provided both structured and ad hoc, and to both groups and individuals.

The post holder will support individual Team Members in undertaking their office-wide responsibilities (commonly referred to as 'Champions').

To maintain their skillset, the post holder will have a portfolio of projects and applications to administer (for approx. 1 day per week).

Additionally, the post holder will take responsibility for overseeing a defined list of large, and/or complex and/or strategically important projects that are administered by members of the team (approx. 15-20 grants), and the postholder will also oversee Transfers of grants into and out of the University.

The post holder will deputise for the Randl Compliance Manager, and the Randl Support Managers.

The post holder will be expected to ensure that they retain a detailed understanding of the research administration procedures used within the office, and also the procedures and requirements for the funders of research at LU.

## **Job Duties**

### **Preparation and submission of research applications**

- Maintain an in-depth understanding of all aspects of the application process, both in terms of Loughborough University's procedures and those of our external Funders.
- Take responsibility for grant applications that have been assigned to the post holder
- Ensure the provision of training and individual support to the members of the Research Support Team in how to support grant applications.
- Take responsibility for overseeing large, and/or complex and/or strategically important grant applications that are assigned to members of the Research Support Team

### **Post award management**

- Maintain an in-depth understanding of all aspects of post-award administration, both in terms of Loughborough University's requirements and procedures and those of our external Funders
- Provide the post-award administration on a small number of projects that are assigned to the post holder by the Senior Research and Innovation Support Manager
- Provide and or coordinate training and individual support to the members of the Research Support Team in all aspects of post-award administration
- Work with the Research and Innovation Compliance Manager to ensure the team have the knowledge and skills to work with a focus on achieving the highest levels of compliance
- Take responsibility for overseeing grant transfers, and large and/or complex and/or strategically important grants that are assigned to members of the Research Support Team

### **Training and Induction**

- Take responsibility for the Induction of all members of the Research Support Team
- Ensure each new member of the team is provided with a training plan on their first day
- Recommend actions that relate to training provision for the team to ensure compliance with Loughborough University process and procedures, and external funding terms and conditions
- Ensure all members of the Research Support Team receive high quality, and timely training, including structured and ad hoc, and for the individual or in groups.
- Ensure both process notes and guidance notes are written and/or updated as appropriate
- Liaise with the Research and Innovation Compliance Manager re updating the Knowledgebase as appropriate

### **Quality Control**

- Develop a plan to proactively identify quality control issues at both the individual and team level
- Work with the Research and Innovation Compliance Manager and the Research and Innovation Support Managers to identify quality control issues, with a focus on compliance
- Where quality issues are identified, recommend solutions to the appropriate manager
- Liaise with the Research and Innovation Compliance Manager re the design and content of the Compliance Reports
- Take ownership of the Compliance Report(s) ensuring they are completed and appropriate action is taken

### **Deputising**

- Deputise for the Randl Compliance Manager and the Randl Support Managers in their absence

**Compliance**

- Where issues are identified which may have a potential impact on Compliance, then the post holder will work with the Research and Innovation Compliance Manager to resolve the issue.

**General Duties**

- Forge and maintain excellent working relationships across the university with all stakeholders including academic staff, professional support staff and students.
- Carry out specific administrative roles and functions as may be reasonably required

**Points to note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

It is expected that the post holder will undertake appropriate duties, commensurate with the grading of the post.

**Special Conditions**

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.

Successful completion of probation will be dependent on attendance at the university's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test and / or Presentation
- 3 – Interview

Area	Essential	Desirable	Stage
<b>Experience</b>	Previous experience within a finance environment with a thorough understanding of raising invoices.		1,3
	Substantial experience of research administration within a higher education research institution.		1, 3
	Project costing and/or project accounting experience	Experience of working with the Agresso finance system	1,3
	A detailed understanding of the rules and regulations of a wide variety of research funders that are available to university researchers, e.g. Research Councils, Charities, Govt Depts, EC		1,3
		Experience of coordinating and/or delivering training both to individuals and groups	1, 3
		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.	
	<b>Skills and abilities</b>	Ability to work in a methodical and accurate manner, having a high level of attention to detail	
	Ability to use Microsoft software packages with particular emphasis on Excel	Advanced Excel skills	1,2,3
	Excellent interpersonal skills, incl staying calm, and being supportive of team members who are working to tight deadlines		1,3
	Ability to prioritise workload, working to tight deadlines and using initiative		1,3
	Ability to absorb and apply knowledge, and work with minimal supervision		1,3
	Ability to explain complex financial information to non-financial users.		1,3
	A high degree of numeracy and confidence with figures and budgets		1,2,3
<b>Qualifications</b>	Educated to at least A level or equivalent or have significant experience in a relevant role.	AAT or equivalent qualification	1
	Maths and English GSCE (pass level) or equivalent		1

## Conditions of Service

The position is Full Time and Open Ended, however we would be happy to consider requests to work part time with a minimum of 0.8FTE. Salary will be on Management and Specialist Grade 6 £33,348 to £43,155 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the university's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

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, wherever possible, 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/>