

Impact Funding Adviser

Job Ref: REQ230575

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 & Innovation Office plays a leading role in shaping and delivering the University's research and innovation 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 & 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: Management and Specialist Grade 6

Job Purpose

The aim of the post is to provide support to academic researchers seeking to undertake and deliver knowledge exchange activities through-out the whole life cycle (e.g. bid development and costing, submission, contract negotiation, post award financial monitoring and final reporting). The post holder will provide advice and assistance primarily in relation to the allocation on the University's block funding grants. This will include the promotion of the funding opportunity, providing secretariat support to the review panel, ensuring that projects are costed and contracted appropriately, projects are compliant with funder eligibility, projects are monitored against spend and milestone completion and evidence of completion to feed into final reporting to the external funding bodies. The post holder will work closely with the RIO Contracts Team to ensure that the appropriate contractual agreements are put in place in a timely and effective manner and reflecting the needs of the University and those of the funder and /or other parties.

Job Duties

Knowledge Exchange project proposal support

- To work with academics providing guidance and support to submit applications for knowledge exchange funding, primarily focussing on applications to the Enterprise Projects Group (an internal group that allocates block grant funding in support of innovation activity), but may also support wider knowledge exchange funding as required.
- To provide advice to academic staff on the accurate costing and pricing of funding applications using the University's Agresso system. This will include providing guidance on the funders eligibility criteria, claim process and reporting requirements.

- To work with the Research and Innovation Contracts Team to review and negotiate contracts with external collaborators/funding bodies to ensure that they are fit for purpose and that risks and omissions are identified and addressed in accordance with the University's governance process.
- Responsible for ensuring funding, audit and reporting deadlines are adhered to.
- Prepare and deliver training material to support academic colleagues applying for knowledge exchange funding
- Maintain and promote information relating to funding calls, eligibility criteria and the support available on the University's website.
- Work with Principal Investigator(s) to develop case studies of funded projects as appropriate to feed into final reports for the funding bodies but also for use on the University's website.
- Monitor project balances and ensure timely invoicing and collection of expenditure and support with claims, reporting and statements as required.
- To ensure that any changes to eligibility and reporting requirements of funding bodies are captured, communicated and systems modified accordingly.
- To co-ordinate responses to consultations and reports to external funding bodies
- Produce management reports that will feed into the University's final reporting to funding bodies and internal committee meetings.
- To actively engage with knowledge exchange-focused regional and national working groups to identify and share best practice, gain early intelligence, and to provide feedback on challenges and opportunities in order to feed back into specific project activity and support within the University more broadly.
- To maintain and proactively develop a network of contacts internally and externally.

Committee Secretariat

- To support the Enterprise Project Group funding committees which will include:
 - Maintenance of Terms of Reference and Membership for each of the committees.
 - Work closely with the committee Chair to set the meeting agenda.
 - Arrange meetings, collate, and circulate meeting papers.
 - Minute committee meetings.

Other

- To undertake any other duties which may reasonably be required by the Head of Partnership Development that are commensurate with the nature and grade of the post
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Innovation Office
- This role may require some flexibility in working hours

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.

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 & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & 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.

Organisational Responsibility

Reports to the R&I Finance and Reporting Manager

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/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

| Area | Criteria | Stage |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Experience | Experience of advising and supporting project teams on costing and pricing, eligibility criteria and reporting requirements. | 1, 3 |
| | Experience of working in a complex environment with multiple stakeholders, dealing with financial, contractual and project focussed issues in a large organisation. | 1, 3 |
| | Experience of securing knowledge exchange funding and managing the collaboration through the full project life cycle | 1, 2, 3 |
| | Experience of working in a team-based environment | 1, 3 |
| | Experience of project management in public, private and/or voluntary sector organisations | 1, 3 |
| | Experience of collating and analysing data to produce management reports | 1, 3 |
| Skills and abilities | A high degree of numeracy and confidence with figures, budgets, and data with the ability to produce and deliver management reports | 1, 3 |
| | Ability to influence change at all levels within a project and maintain effective working relationships | 1, 3 |
| | Excellent IT skills including Microsoft Office | 1, 3 |
| | Ability to work on own initiative with little supervision and as part of a team | 1, 3 |
| | Excellent interpersonal skills and the ability to work as an effective part of a team as well as independently as required. | 1, 3 |
| | Strong organisation skills with the ability to multi task, prioritise and take responsibility for meeting deadlines, while ensuring a high level of attention to detail is maintained at all times. | 1, 3 |
| Training | A willingness to undertake further training as appropriate and to initiate and adopt new procedures as and when required | 1, 3 |
| Qualifications | A degree in any discipline, or equivalent professional experience | 1, 3 |
| Other | Commitment to observing the University's Equal Opportunities policy at all times | 1, 3 |
| | Willingness to work outside normal office hours occasionally to meet the demands of the job | 1, 3 |

Desirable Criteria

| Area | Criteria | Stage |
|----------------------|----------------------------------------------------------------------------------------------------------------------------|-------|
| Experience | Project accounting experience and/or experience of supporting complex funding applications, including costing and pricing. | 1,3 |
| | Experience of using Agresso, customer relationship management and contract management tools. | 1, 3 |
| | Experience of bid development and working with academic colleagues to guide applications to meet funder requirements | 1,3 |
| Skills and abilities | Understanding of contract development and negotiation | 1, 3 |
| | Application of knowledge of relevant policies, procedures and / or regulations | 1,3 |

Conditions of Service

The position is full-time and fixed term until end March 2025. Salary will be on Management & Specialist Grade 6, £33,348 - £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/>