

## **JOB TITLE: Research and Innovation Support Manager**

Job Ref: REQ230583

**As part of the university's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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, the post holder will manage a small team of Research Support Officers.

#### **Job Purpose**

The post holder will lead a small team of Research Support Officers to deliver 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 RandI Support Manager, the RandI Support Manager will lead their team to support the development of high-quality research project proposals and ongoing financial management, 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 in applications.

#### **Job Duties**

##### **Team Management**

- Lead, manage and motivate a small team of Research Support Officers to deliver the core processes for

research support, managing workload and setting and monitoring team and individual performance and development objectives.

- Implement, monitor and maintain consistent office procedures and processes as directed by the Senior Randl Support Manager and in collaboration with other Randl Support Managers.

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

- Provide advice to academic staff on the accurate costing and pricing of research applications in accordance with the funding body's regulations by utilising the university costing tool to generate accurate costs and prices to include in complex research applications.
- Submit applications through electronic document submission systems such as Je-S, e-GAP, and the EU Participant Portal.
- For all research proposals, ensure a smooth transition through the project management system including the approvals process, ensuring that high level approvals / sign offs are sought before submission to the funding body.
- Review research applications and provide advice on the construction of high-quality research applications.
- On strategic project proposals, liaise with the Research Development Managers and other internal support staff to ensure timely submission to the funder.
- 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, liaise with other institutions' administrative teams to ensure parallel development of the project proposal and its timely submission to the funder.

### **Research projects post-award management**

- Utilise the project management system to identify budget, expenditure codes, milestones, deliverables and reporting timelines, and agree the requirements with the PI and ensure that any contractual obligations are being followed.
- Utilise the project management system to cost out complex contract amendments and extensions and ensure any budget changes are implemented correctly.
- Liaise with the Compliance Team to ensure audit deadlines are adhered to and to assist with their teams' submissions to the Compliance Team as required.
- Monitor their teams' project balances to ensure timely invoicing and reporting, and provide support with claims, reporting and statements as required.

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

- Liaise with the Research Development and Research Policy and Planning teams on relevant changes to funding requirements.
- Ensure an awareness of university strategy and targets, as well as current challenges.

### **General Duties**

- Represent the university internally and externally, as appropriate.
- 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 e.g. to take part in or act as chair of committees and working groups.
- Engage and support and deliver, when required, training programmes in the university (e.g. via liaison with colleagues in the Doctoral College, Centre for Academic Practice and Staff Development) which are consistent with the aspirations of external organisations such as Research Councils /UKRI for research staff and students and those of the university.

## **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 of dealing with complicated financial, administrative and/or contractual project-focussed issues in a large complex organisation.	Project accounting experience and / or experience of supporting research project bid submissions, including costing and pricing.	1,3
	Experience of a research funding environment and 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 Commission etc.	Demonstrable experience of working within a University or similar organisation where research is a core activity.	1,3
		Awareness of the terms and conditions that should be included in relevant research agreements such as collaboration agreements and studentship agreements	1,3
	Experience of working in a team-based environment	Experience of leading and developing staff	1,3
<b>Skills and abilities</b>	Excellent interpersonal skills, and the ability to work as an effective part of a team as well as independently when required		1,2,3
	Ability to lead, motivate and develop staff		1,2,3
	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.	1,2,3
	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, and Excel being particularly important)		1,2,3
	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		1,2,3
	A high degree of numeracy and confidence with figures and budgets		1,2,3
<b>Qualifications</b>	A good honours degree or professional qualification and/or equivalent professional experience	Full or part professional qualification in accountancy	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/>