

Job Title: Senior Research and Innovation Support Manager

Job Ref: REQ230616

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 (RIO) 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 several 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 RIO 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 7

Job Purpose

The Senior Research and Innovation Support Manager will lead and actively manage the Research Support team, providing high-quality support for the costing and submission of research funding applications; work in partnership with the research contracts team on the production of a range of research contracts and agreements, and the financial management of research projects across the university. They will be responsible for the delivery of a seamless lifecycle project management service by overseeing the smooth running of the pre and post award activities of the Research Support team and will be expected to work closely with the Research Development team, the central Research Contracts and Finance Teams, and colleagues in academic schools.

The post-holder will have responsibility for ensuring that all applications for external research funding are submitted in full compliance with requirements of the funding bodies concerned, and, in liaison with the Research Development team, for ensuring bids are of the highest possible quality. They will be responsible for maintaining the university systems for research applications and project management, including oversight of application costing tools and approvals processes, and for ensuring timely preparation of all research contracts and agreements, in line with institutional policies. They will also oversee the integrity of post award research project accounting, providing assurance that projects are managed and recorded in compliance with regulations and requirements of external funding contracts and agreements, as well as following the university's governance processes and ensuring maintenance of the correct application of accounting standards in project management.

Job Duties

Team management

- Lead the team to work in a collaborative way to enable prioritisation of workflow and staff development in personal and technical skill sets.
- Provide clear leadership and direction for the team to deliver end-to-end processes for research support, coaching and mentoring individuals to promote best practice.
- Ensure a high level of service is provided to schools and both internal and external stakeholders by ensuring that systems are in place to effectively manage workload in an area which is characterised by external deadlines.
- Support colleagues within the team in the costing and pricing of research grant applications, as well as in the preparation of research contracts and agreements, and oversee the monitoring, reporting and claiming and invoicing of related expenditure.

Operational Responsibility

- Ensure that all research applications submitted meet the requirements of the relevant funder and work in conjunction with the Research Development Managers to ensure that all bids are of the highest possible quality.
- Liaise with the research contracts team to ensure that the necessary contracts and agreements are in place before research projects commence and that these are fully compliant with both the university's contract approval and risk management policies, and external funder requirements.
- Develop and maintain relationships with Principal Investigators (PI's); take ownership of responsibilities for service delivery and ensure that the financial requirements/ statutory responsibilities of the PI are satisfied.
- Attend key meetings as Loughborough University's Research Support expert, to provide support and advice on an ad-hoc basis. Such meetings would include local senior management team meetings, meetings of the formal university committees (such as Research Committee, TRAC working group etc.), developing and presenting relevant papers and reports, as required.
- Be the senior contact for all pre and post award queries from schools and PI's, building knowledge and expertise to answer routine queries and managing the contact with other sections of the Research Office and other professional services as required.
- In leading the Research Support team, ensure that all research project funding is proactively stewarded in full compliance with external funders requirements and those of the university's financial regulations, that PIs/schools receive timely and relevant information, that budgets are accurately set, monitored and that expenditure is recouped in a timely and efficient manner.
- Work with colleagues to proactively identify areas where performance can be improved such that projects remain efficient and effective and introduce these improvements in a timely manner.
- Provide proactive, professionally qualified support and guidance to academics within schools for both the submission of applications for externally funded research projects as well as for the subsequent setting up of project budgets and the related efficient and effective financial management of the projects; with a clear focus on ensuring the best use of resources, adherence to funders' rules and the maximising of project claims/expenditure value.
- Engage with and support relevant training programmes in collaboration with colleagues, including the Research Development team, the Legal Services team, EAP and Staff Development teams.

Financial Responsibility

- Responsible for monitoring and reporting upon the financial position of the projects to relevant stakeholders using appropriate means of communication and methods of financial analysis, to ensure an effective budget management service is provided. Ensure, through careful monitoring, that the project budgets are not overspent and that value for money is achieved.
- Produce information required by Financial Accounting colleagues for the preparation of the annual financial statements.
- Liaise with other colleagues in the Planning and Finance Offices to provide appropriate financial information to support decision making including forecasting of research applications, awards and income and overhead levels.

- Also in consultation with the Tax Manager, to maximise the tax efficiency of projects. Periodically review and ensure the financial systems and processes are reviewed and subject to continuous improvement.
- Liaise closely with the Business Partner and Financial Accounting teams to ensure the integrity of information held within the Agresso system in relation to post award projects and project accounting and to ensure all project accounts are up to date for the year-end.
- Provide clear and concise communications, in verbal and/or written form to promote understanding among PI's of financial reports.
- Produce the necessary statutory and financial year-end data returns as required by HESA, UKRI and other external bodies as determined by the Deputy Director of the Finance Office.
- Advise on foreign exchange issues, ensuring the prompt and regular claiming and invoicing for research project and monitoring/ minimising the overall debtor position of the research ledger.

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 and Procedures.

All staff should hold a duty and commitment to always observing the University's Equality and Diversity policy and procedures. 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.

Organisational Responsibility

Reporting operationally to the Head of Research Development, and professionally to the Deputy Director of the Finance Office, the post holder will manage the Research Support Team, with direct Line Management responsibility for five Research Support Team Leaders.

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	Previous experience of successfully managing, motivating and leading a team.	1,3
	Significant experience of working in a large, complex organisation.	1,3
	Experience of working in a financial environment.	1,3
	Awareness of the research funding landscape 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.	1,2,3
	Experience of effectively communicating / presenting information in a variety of formats to both financial and non-financial audiences.	1,2,3
	Experience of applying policies and procedures and of compliance within a regulatory framework	1,2,3
Skills and abilities	Excellent interpersonal skills, with the ability to engage effectively with a range of colleagues and stakeholders.	1,3
	A high level of IT skills.	1,3
	Report writing at a level acceptable for committees, and internal and external bodies.	1,3
	The ability to prioritise work and meet deadlines.	1,3
	Tenacious and confident in challenging the accepted view in arriving at the optimal solution.	1,3
	Ability to think strategically with strong and creative analytical capabilities and excellent problem solving and decisions making skills.	1,3
	Ability to give high priority to customer needs, providing a quality and responsive service with the ability to anticipate customer needs. Actively seeks feedback and adapts service level to meet demand.	1,3
	Training	Demonstrable commitment to continuing professional development and compliance with the requirements of relevant qualifying institute.
	A willingness to undertake further training and to adopt new procedures.	1,3
	Ability to support colleagues in their training, acting as mentor.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Managed or worked extensively with a team with responsibilities extending beyond one's own area of technical expertise.	1,3
	Significant previous experience of working in a central research office, dealing with the costing and submission of research funding applications.	1,3
	Experience in specialised project management such as EU, UK research councils and Innovate UK funded projects.	1,3
	Experience of maintaining systems for research applications and project management, including oversight of application costing tools and related approvals processes.	1,3
	Awareness of Intellectual Property and Contract Law issues.	1,3
Skills and Abilities	Financial modelling skills. Advanced Excel skills.	1,2,3
	Experience in assessing, recommending and applying continuous improvement to business processes.	1,3
Qualifications	Professional accountancy qualification.	1

Conditions of Service

This is a full-time open-ended position. Salary will be on Management and Specialist Grade 7, £44,414 to £52,841 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 several 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/>