Loughborough University

Research and Innovation Compliance Manager
REQ231163

As part of the university's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 (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 6

Job Purpose

The post holder will take responsibility for ensuring there are adequate and proportionate control measures in place to achieve grant compliance across the entire portfolio of research and innovation grants from external funders, minimising financial risk and sanctions to the University.

The post holder will be responsible for arranging audits for individual grants and managing institutional audits/Funder Assurance Visits.

The post holder will be responsible for reporting on external funding both individual grants and institutional block grants. The latter of which includes (but is not limited to): the HESA return, University's Financial Year End reporting,

Guided by the Research Support Manager, the Research Compliance Manager will lead their team to:
- manage the research studentship grants and contracts administered within the RIO, from application to financial reporting;
- setup, amend, and manage the data held on each grant in the University's Finance System (Agresso);
- prepare and submit invoices, claims statements for all grants managed by the RIO, accurately and in a timely fashion so as to avoid sanctions from Funders;
- prepare and submit institutional level reports (e.g. HESA, Year End)
- produce regular reports for use by the wider Team;

Job Duties

Leadership

- Provide leadership and project management for matrix and/or collaborative, multi-disciplinary, cross-cutting and/or strategic projects.
- Work with the Research Support Manager, and other line managers in the RIO to ensure shared working practises, staff development and collaborative approaches to working are implemented.
- Use matrix management to work across organisational boundaries to ensure a high-standard coherent and cohesive service that understands and responds to often complex internal and external stakeholder requirements.
- Manage the continuing and professional development needs of other members of the team; where appropriate acting as Probation Adviser and/or workplace mentor and feeding into Personal Development Reviews (PDRs).
- Work with the Research Support Officers to manage 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 Research Support Manager and in collaboration with the Research Support Team Leaders and Research Contract Managers.

Compliance and Audit

- Manage all Funder Assurance visits, including responding to any recommendations.
- Work closely with colleagues in the Finance Office to manage the relationship with the Auditors contracted to undertake audits on individual projects as required by funder terms and conditions.
- Developing the use of data from the University's systems to monitor compliance with internal controls, to provide assurance where appropriate, to identify areas where action is required to strengthen the effectiveness of controls, and to track the effectiveness of such action in providing assurance

Preparation and submission of research applications

- The Compliance Team will submit a small number of grant applications. Primarily these will be for Studentships, but also a small number of other applications.
- Provide advice to academic staff on the accurate costing and pricing of research and innovation 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. This includes staff costs and associated FEC for complex research applications.
- Submit applications through electronic document submission systems such as Je-S, e-GAP, Funding Service, Leverhulme, and the EU Participant portal.
- For all research proposals, 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.
- Review research applications and provide advice on the construction of high quality research and innovation applications.
- On strategic project proposals, liaise with the Research Development Managers and Partnership 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.

Projects post award management

- Utilise the project management system to identify budget, expenditure codes, clear 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 complex contract amendments and extensions and ensure any budget changes are implemented correctly.
- Maintaining the project management system to ensure accurate monitoring of projects.
- Working closely with the Finance Office to develop an understanding of the financial implications of research projects on the wider university
- Working closely with the Finance Office to ensure research funding and audit deadlines are adhered to and to assist with their teams' submissions to funders as required.
- Monitor their teams' project balances and ensure timely invoicing and collection of expenditure and 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

- To undertake any other duties which may reasonably be required and 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 RIO.
- Represent the RIO and the University internally and externally, as appropriate.
- Carry out specific administrative roles and functions as may be reasonably required e.g., to take part in or act as chair of committees, boards and working groups, whether within the University or externally, as appropriate.

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 & 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

Reporting to the Senior Research Support Manager, the post holder will manage a small team of Research Support Officers.

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
Experience	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 Union 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
Skills and abilities	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, Excel and Powerpoint being particularly important)		1,2,3
	Ability to understand contractual terms in contracts to ensure Financial Compliance		
	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
Qualifications	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. Salary will be on Management and Specialist Grade 6 £33,966 to £44,263 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/