

JOB TITLE: Research and Innovation Support Officer

Job Ref: REQ231175

As part of the university's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Research and Innovation Office (RIO) plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value 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 Research and Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Estates and Facilities Management, Finance, and HR.

Job Description

Job Grade: AD5

Organisational Responsibility

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

Job Purpose

The post holder will support the core process activities for research support from initial costing and application submission through to ongoing financial management and project closure.

Guided by the Research and Innovation Support Manager, the Research and Innovation Support Officer will support the development and financial management of high-quality research project proposals, including initial costings and ongoing financial control of active projects.

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. They will work with all sponsor types to make income claims, control the expenditure and income by project accounting and ensure financial and contractual rules are met during the whole life of the project.

Job Duties

Preparation and submission of research applications

- Guided by the Research and Innovation Support Manager, to
 - provide advice to academic staff on the accurate costing and pricing of research applications in accordance with the funding body's regulations.
 - utilise the university costing tool to generate accurate costs and prices to include in research applications. This includes staff and FEC.
 - submit applications through electronic document submission systems such as Je-S, e-GAP, Leverhulme, 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.
 - ensure that all applications are enhanced and benefit from the inclusion of the relevant strategic governance statements.
 - On multi-institutional bids to liaise with other institutions' administrative teams to ensure parallel development of the project proposal and its timely submission to the funder.
- On strategic project proposals, provide support to the Research Development Managers and other internal support staff to ensure timely submission to the funder.

Research projects post award management

- Under the guidance of the Research and Innovation Support Manager
 - utilise the project management system to set up and record accurate budget and expenditure code information.
 - utilise the project management system to cost out contract amendments and extensions.
- Make any budget or overhead adjustments required on the finance system following a project amendment or extension.
- Along with the other Research and Innovation Support Officers, ensure the accurate posting of overheads on a monthly basis to the accounts, liaising with the Business Partners in the Finance Office where any queries arise.
- Make timely claims for research funding in line with contractual requirements and financial regulations.
- Using project accounting functions on the finance system, ensure all invoicing is kept up to date and balances on the research ledger are reconciled, following up on variances and ensuring appropriate action is taken in agreement with grant holders and in line with funding rules.
- Ensure that project budgets are accurately and clearly maintained on both the project records and finance system, including any adjustments that are required to overheads as a result of project changes.
- Liaise with Heads of Departments, academics and external sponsors regarding the day-to-day financial running of research grants and contracts.
- Deal with academic enquiries, including those relating to availability of funds left on projects, incidences of expenditure, grants and contracts rules and regulations and other budgetary information.
- Complete Staff Checks for research projects, and Student Checks for studentship projects including extensions and new projects.
- Use the central finance systems to input, manipulate and retrieve financial data.
- Generate project reconciliations, statements of account and prepare the timely submission of invoices and claims relating to a wide variety of research sponsors, including charities, industry, and government departments.
- Prepare financial information to meet both internal and external requirements with particular emphasis upon accuracy and clarity and ensuring information is supplied in the appropriate format and within specified timescales, including statements for audits.
- Liaise with sponsors, ensuring their invoicing requirements are fully met in a timely manner, and to ensure the prompt and efficient recovery of research costs incurred by the university from the external sponsors.
- Review projects and monitor income and expenditure within agreed financial provision, including identification and reporting of variances to planned expenditure.
- Undertake research project reconciliations and complete electronic journals entries for expenditure and income amendments as necessary.
- Draft and prepare the necessary correspondence and documentation in relation to research sponsors requirements and regulations. Close down research codes at the end of the project, ensuring final accounts and reports are completed.
- Complete project closures in a timely manner after project termination, as well as to undertake the archiving of project records whilst ensuring full compliance for audit record-keeping.
- Liaise with Finance Shared Services to ensure effective debt collection.
- Assist in the implementation, monitoring and maintenance of office procedures and processes as directed by the Research and Innovation Support Manager.

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
Experience	Previous experience within a finance environment with a thorough understanding of raising invoices and/or project accounting.	Experience within a higher education research institution.	1,3
	Previous experience of working with a complex finance system (such as Agresso)	Project costing and/or project accounting experience	1,3
		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.	1,3
Skills and abilities	Ability to work in a methodical and accurate manner, having a high level of attention to detail		1,2,3
	Ability to use Microsoft software packages with particular emphasis on Excel and Outlook	Previous experience in Agresso or other financial software. Advanced Excel skills	1,2,3
	Excellent interpersonal skills, and the ability to work as an effective part of a team as well as independently when required	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 prioritise workload, working to tight deadlines and use initiative where appropriate		1,2,3
	Ability to absorb and apply knowledge, use initiative and work without close 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
Qualifications	Educated to at least A level or equivalent or have significant experience in a relevant role.	AAT or equivalent qualification	1
	Maths and English GCSE (pass level) or equivalent		1

Conditions of Service

The position is FULL TIME and OPEN-ENDED, however PART-TIME at a minimum of 0.8FTE will be considered. Salary will be on Administrative Services Grade 5 £27,979 to £32,982 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/>