

Green Grids Initiative (GGI) Project Grant Manager Full-time and fixed term until 31 March 2025

Job Ref: REQ240794

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

<https://www.lboro.ac.uk/research/steer/>
<https://climatecompatiblegrowth.com/>

The Loughborough Centre for Sustainable Transitions: Energy, Environment and Resilience (STEER) is seeking an excellent Grant Manager with experience of high-level administration of externally funded projects. STEER brings together large FCDO-funded programmes on Climate Compatible Growth and Modern Energy Cooking Services as well as innovative projects on inclusive and integrated energy planning and has recently succeeded in securing a new grant from Department of Energy Security and Net Zero (DESNZ) for Green Grids Initiative (GGI) Secretariat.

The Green Grids Initiative (GGI) brings together an ecosystem of policymakers, politicians, financiers, investors, academics and innovators to accelerate the transition to net zero by increasing activity and supporting the development and financing of green grids and interconnectors. The project brings together a consortium of Loughborough University's Climate Compatible Growth (CCG) as the lead institution, with the Global Wind Energy Council ASBL, and Lucetia Group (LG) as collaborative partners.

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

We are seeking a senior administrator with experience of financial management of government-funded projects to undertake the overall management of the Green Grids Initiative grant. The post holder will be working closely with Climate Compatible Growth Programme Manager, Research and Innovation Office, project collaborative partners and external consultants as well as wider University professional services.

The role holder will be managing all aspects of the grant administration, including procurement, approval of costs and invoices, monitoring budgets and producing periodic finance reports and claims to DESNZ,

This is a full-time role offered on a fixed term-basis (until 31 March 2025) as an internal secondment. The post would be particularly appropriate to an experienced administrator with extensive knowledge of University processes (strong working knowledge of Agresso), wishing to diversify their skills portfolio or seeking a career progression.

Job Duties

Financial Management Green Grids Initiative Grant

- Preparation of financial statements and monthly management reports
- Overseeing credit control, , sales, and purchase ledgers.
- Preparation of quarterly budgets, rolling forecasts and the presentation of monthly reports GGI management
- Liaison with internal and external auditors.

- Liaison with Finance Office Senior Finance Business Partner and project collaborators to provide information regarding grant payments and reporting

Financial Management of Research and Innovation Office Budgets, Internal Block Funding and External Funding

- Working closely with the Research and Innovation Office processing transactions through the department's Agresso project codes relating to budget and external funding to include:
 - being responsible for approval processes through Agresso; maintaining records of spend against budget; liaising and reporting to the GGI management team.
 - being responsible for preparing budgets and forecasts in relation to departmental pay, non-pay and income.
- Financial management, administration and periodic grant reporting
- Financial management and administration of internal project account codes, ensuring eligibility with funder guidelines and timeframes, mainly in the Research and Innovation Office
- Providing advice and guidance on project expenditure, reporting and compliance to the Loughborough academic project leader, and collaborative partners
- Ensure that the financial and reporting status of internal and external funding is communicated effectively and within agreed timeframes to all relevant stakeholders.
 - Ensuring that PDR objectives and performance is reviewed formally each year, with interim meetings at least every 6 months.
 - Monitoring workload, resource and allocating projects across the team to meet the support requirements of the Research and Innovation Office.
 - Supporting the R&I Finance Officer through regular one to one and team meetings.

Other Duties

- Oversight of the project procurement and preparation of information required by r the Loughborough Contracts Team
- Develop and maintain productive working relationships with internal and external stakeholders to ensure that complex financial information and guidelines is interpreted and communicated clearly.
- To undertake any other duties which may reasonably be required by the Research and Innovation Office Operations Manager and Director of the Research and Innovation Office 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 Research and Innovation Office.
- Work closely with colleagues in Professional Services, the academic Schools and the wider University to develop best practice in programme management.
- To represent the University externally as appropriate.
- 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 Equity & 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 CCG Programme 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 working in a senior financial role within the higher education sector, familiar with management of external funding	1, 3
	Experience of working on finance and project management aspects of externally funded projects	1, 3
	Experience of using financial and project management software, for example Agresso, iTrent and Excel	1, 3
	Experience of adapting own skills to new circumstances	1, 3
	Experience of delivering presentations and communicating to staff at all levels internally and externally	1, 3
	Experience of working in a business support environment	1, 3
	Experience of coordinating large multi-stakeholder projects	1, 3
Skills and abilities	Excellent project management skills	1, 3
	Effective communication skills; written, verbal and report writing	1, 3
	Excellent financial, internet and IT skills	1, 3
	Excellent analytical skills with the ability to interpret and disseminate information from complex strategic documents to lay audiences	1, 3
	Proven capacity to work flexibly, independently, lead and as part of a team	1, 3
	Ability to prioritise own workload and that of others, work to deadlines, and use initiative where appropriate	1, 3
	Ability to develop creative approaches to problem solving	1, 3
	Proven ability to write and review funding applications and/or business plans	1, 3
	Strong attention to detail and accuracy	1,3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1, 3
Qualifications	A strong financial background and a full or part accounting qualification	1, 3
Other	Commitment to always observing the University's Equal Opportunities policy	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	Experience of working on DESNZ or other government funded projects	1, 3

Conditions of Service

This is a full time and fixed term position. Salary will be on Management & Specialist Grade 6, £33,966 - £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/>