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# JOB DESCRIPTION

**POST:** **Research Officer – Grants (Post Award)**

**REF:**

**DEPARTMENT:** Research Office

**GRADE:** 5

**REPORTING TO:** Head of Research Office

**SUPERVISORY RESPONSIBILITY:** None

# JOB PURPOSE:

The post holder will support Heads of School, School Research Leads, the Head of Research and Pro Vice Chancellor for Research and International, as well as all academic staff and students in aspects of the University’s activities as defined below. Working closely with other members of the Research Office team, the post holder will work to support the delivery of School research plans and attainment of objectives embedded in the University’s research strategy for “impactful research” – making sure our research benefits our society.

We are looking for a professional and proactive individual to provide high quality research support to our Research Office within the Grants Team focussing on the delivery of post-award support. This includes the monitoring of agreed costings within internal and external research grant funding, the set-up of projects, due diligence and final reporting whilst adhering to the financial regulations of the University and funding bodies. The role will ensure that research projects are managed efficiently, recording income and expenditure.

With substantial experience of working in a research support or finance role, you will be an excellent communicator and be able to build strong networks with a variety of audiences. You will have strong problem-solving and organisational skills, with the ability to work effectively to tight deadlines.

Working proactively, with autonomy, and demonstrating a commitment to service delivery of the highest quality, the post holder will:

* Assume responsibility for the delivery of a comprehensive support service within defined aspects of post-award research activity, working across all academic Schools
* Anticipate and respond to the unique support needs of each School
* Collaborate within the Research Office and across the University to devise, implement and continuously improve systems and processes for monitoring, reporting and enhancing research activity
* Take particular responsibility for support for external funding awards, the management of research projects, and supporting colleagues to ensure our research is impactful.

# DUTIES AND RESPONSIBILITIES:

1. Support our academic schools in the set-up of internal and external research projects, duties will include:
   1. The post-award officer will set-up project codes and relevant contracts for all research projects;
   2. The post will monitor the expenditure and analyse any variances, processing costs/recharges to schools where required;
   3. Be responsible for the day-to-day financial management of projects, providing support to principal investigators, supporting academic staff with project coding and relevant financial policies and processes;
   4. Oversee and provide quarterly budget reviews, with reports provided to the principle investigator or relevant School contact to track progress;
   5. Ensure that agreed funding budget lines are spent on the items included in the proposal unless the funder has given explicit written permission to deviate from this;
   6. Ensure that project expenditure is correctly coded as research expenditure for the purposes of the HESA return and Research Excellence Framework.
2. To be responsible for the continual monitoring and improvement of our research grant financial processes.
3. To provide insight and expertise on research financial compliance to support decision-making by members of Executive Board, Head of the Research Office and Heads of School.
4. Throughout, to maintain an ethos of continuous service improvement, identifying and acting with autonomy to enhance the quality of service provision delivered to all stakeholders.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Research Officer – Grants

**SCHOOL / DEPARTMENT:** Research Office

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
|  | *Essential / Desirable* | *Application / Interview / Test / Presentation* |
| A good honours degree or equivalent | E | A |
| Evidence of engagement with continuing development in an aspect of professional support | E | A |
| Experience of working in a research office or in a financial role | E | A |

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
|  | *Essential / Desirable* | *Application / Interview / Test / Presentation* |
| Advanced and comprehensive experience of working with Microsoft Office applications (Word, Excel, Access *etc*) | E | A, I |
| Experience in the development, enhancement and documentation of complex administrative systems and procedures suited to the requirements of the post | E | A, I |
| Experience of providing advice and guidance to academic and administrative colleagues at all levels in a university or organisation of similar scale and complexity | D | A, I |

## Skills & Attributes

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
|  | *Essential / Desirable* | *Application / Interview / Test / Presentation* |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application / Interview |
| Ability to work independently, confidence to engage in discussions, ability to work across a range of teams and to support staff and students in an empathetic and inclusive manner. | E | A, I |
| Ability to think unilaterally whilst problem-solving | E | A, I |
| Excellent numeracy skills and the capacity to analyse and interpret quantitative and qualitative data | E | A, I |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured** | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

n/a