



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Support Officer (Post Award), Faculty of Environment



Salary: Grade 5 (£22,214 – £25,728 p.a. pro rata)

Reference: ENVFO1074

Closing date: 2 January 2018

Available on a part time basis at 80% of full time equivalent, working hours to include Thursdays & Fridays.

Research Support Officer (Post-Award)

Faculty Research Office, Faculty of Environment

Are you hard working with an eye for detail? Do you have administrative experience working in a busy office environment ideally in a research support or finance role? Do you want to join a team that is committed to supporting the strategic objectives and research culture of the Faculty of Environment?

We are looking for a professional and proactive individual who will provide high quality, customer focussed research support to our Faculty Research Office. You will support the provision of grants management and financial administration within the research office with particular responsibility for the post-award process.

What does the role entail?

As Research Support Officer (Post Award), your main duties will include:

- Proactively manage a portfolio of research and knowledge transfer grants ensuring financial information is accurate and consistent with external funder or sponsor rules and University financial procedures and policies;
- Provide expertise in post-award procedures and regulations, research funders, sponsors and the University;
- Monitoring, updating and reporting of budgets, reviewing eligibility of costs, preparing invoices, claims and final statements of expenditure and closure of grants;
- Provide information and advice on research related financial issues and recommend solutions on problematic grant issues;
- Become an expert user of the University's research and finance systems (KRISTAL, Qlikview, SAP and SIRIUS);
- Process financial transactions on research accounts such as journals, expenses, internal transfers, payment of invoices etc. and deal with queries, ensuring financial probity;
- Regular monitoring, updating and reporting of budgets, interpretation and explanation of reports, reviewing eligibility of costs, preparing invoices, claims and final statements of expenditure and closure of grants;
- External liaison with research funders, sponsors, collaborators and internal liaison with other Schools, Faculties, central Research & Innovation Support and other corporate services;



- Maintain grant files in line with central Research & Innovation Support protocols ensuring full documentation is maintained for audit purposes;
- Proactively resolve day-to-day problems and recommend changes to work processes and practices in response to changing circumstances to maintain the quality of service offered;
- Proactively develop own knowledge and skills necessary to undertake the role;
- At peak times provide pre-award support; grant acceptance and start certificates. Database support including grant set up, journal allocations, and creation of milestones to ensure data integrity and compliance with grant deliverables to prevent financial penalties.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Research Support Officer you will have:

- GCSE's in Mathematics and English Language (Grade A-C) or equivalent;
- Administrative experience in a busy customer focussed environment ideally in a research support or financial role;
- Excellent organisational skills with the proven ability to prioritise work and deliver against demanding deadlines;
- Ability to work both proactively and independently but also as part of a wider support team;
- Excellent interpersonal skills with an ability to build credibility and trust with a wide range of people;
- Excellent numerical skills with an understanding of managing budgets;
- Excellent written and verbal communication skills;
- Excellent attention to detail;
- Proficient in Microsoft Office applications, in particular excel;
- Experience of finance systems and procedures.

You may also have:

- Experience of the SAP, KRISTAL, Qlikview and Sirius web;
- Knowledge of RCUK (NERC) and EU research funders;
- Knowledge of funder systems (JeS, ECAS or EU Login, eGAP or FlexiGrant);



- Experience of advising on budget management for maximum benefit to the Faculty within funder rules.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Sharron Loble, Faculty Research Manager

Tel: +44 (0)113 343 6558

Email: s.y.lobley@leeds.ac.uk

Additional information

Find out more about the [Faculty](#).

Find out more about Equality and Inclusion and Athena Swan in the [Faculty](#) and the [University](#).

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

