UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research and Innovation Support Officer, Faculty of Biological Sciences

Salary: Grade 5 (£22,214 - £25,728 p.a.)

Reference: FBSFO1090

Closing date: 1 January 2018

Research and Innovation Support Officer
Faculty of Biological Sciences

Are you customer focussed and excited about delivering an outstanding service to customers? Do you have experience of providing administrative support in addition to exceptional organisational skills? Do you want to join a team supporting academics with research grant management?

We have an opportunity for an enthusiastic and proactive individual to join our Faculty Research Office. You will provide high quality, customer-focused research support contributing to the strategic objectives and research culture of the Faculty. In particular, you will support the development of funding applications, provide financial administration and as appropriate, will assist with grant management.

You will have excellent numeracy skills combined with experience of preparing, analysing and presenting financial information accurately and methodically. You will also have excellent organisational skills with the ability to prioritise and balance workloads, deliver results and meet deadlines under pressure.

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences gained a Bronze award in 2014 and submitted an application for a Silver award in April 2017. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN webpage provides more information. http://www.fbs.leeds.ac.uk/equality-and-diversity/athena-swan/

What does the role entail?

As a Research and Innovation Support Officer your main duties will include:
- Providing expertise in pre/post-award regulations and procedures of research sponsors ensuring compliance with internal grant administration policies and procedures as set out by the Faculty, central Research Innovation Service and University Financial Procedures and proactively develop own knowledge and skills necessary to undertake the role;

- Providing expertise in external funding opportunities, sponsor terms and conditions and support to applicants with the non-academic element of proposals;
- Supporting academics and researchers within the Faculty in the grant application process. Ensure all resources are identified in the application and are fully justified in the case for support;
- Preparing full costing of proposals providing expert advice on the application of full economic costing principles, scenario planning, compliance with sponsor terms and conditions and University policy;
- Undertaking application risk assessment, including availability of resources and refer to Senior Research Administrator / Faculty Research Manager for authorisation;
- Ensuring all completed applications are authorised by the appropriate Faculty authority (or nominee) prior to external submission;
- Providing support with the completion of sponsor submission systems and applications ensuring consistency with internally generated costings;
- Contributing to the review of terms and conditions of grant applications and awards, referring non-standard terms to the Faculty Research Manager;
- Proactively managing a portfolio of complex, high value, collaborative research grants ensuring financial information is accurate and consistent with external sponsor rules and University Financial Procedures and policies;
- Providing database support including grant set up, journal allocations, grant acceptance and starting certificates, and milestones to ensure data integrity, compliance with grant deliverables and the avoidance of financial penalties;
- Providing grant management support and post-award administration including monitoring and updating of budgets, reviewing eligibility of costs, preparing invoices, claims and final statements of expenditure. Ensure grants are closed within 6 months of the research end date;
- Providing regular budgetary reports to academics and researchers on research grants including explaining and interpreting reports where necessary, alerting any projected over or under spends, providing advice and discussing options for solving problems;
- Processing financial transactions on research accounts such as journals, expenses, internal transfers, payment of invoices etc. and deal with queries, ensuring financial probity;

- Providing project support to principal investigators in the preparation of financial information for external management reports, monitor collaborator expenditure, budgets and income;
- Building and maintaining a network of contacts and contributing to the mutual exchange of information both internally and externally.

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 a Research and Innovation Support Officer you will have:
- 'A' levels (or equivalent);
- Excellent numeracy skills with the confidence in handling and understanding figures;
- Experience of preparing, analysing and presenting financial information accurately and methodically;
- Excellent organisational skills and project management skills, including the ability to prioritise and balance workloads, deliver results and meet deadlines under pressure;
- Experience of working within a complex organisation and be effective in working across interfaces at all levels, both internally and externally;
- Excellent verbal and written communication skills, with the ability to communicate complex matters to a variety of audiences at an appropriate level;
- Excellent interpersonal skills with experience of proactively engaging the customer and gaining a consensus on processes and procedures;
- Excellent IT skills: competent in using Microsoft Office suite (Word, Outlook, Excel packages);
- Strong analytical, creative and problem-solving skills;
- The ability to work both independently and as part of a team.

You may also have:
- A degree (or equivalent experience);
- Experience of working in the Higher Education or Health Sector;
- Experience of working for a research funding body or commercial organisation;
- Some knowledge of University research administration software such as SAP;

- Good awareness of research funding mechanisms;
- Some knowledge of University research and innovation best practice.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. 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:

Vicky Jackson, Research and Innovation Manager
Tel: +44 (0)113 343 3122
Email: v.s.jackson@leeds.ac.uk

Additional information

Find out more about the Faculty of Biological Sciences.

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our Accessibility information page 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.