



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Faculty Research Manager

Research Operations Service / Faculty of Biological Sciences



Salary: Grade 8 (£41,526 – £49,533 p.a.)

Reference: FBSFO1131

Closing date: 24 November 2019

Faculty Research Manager

Faculty of Biological Sciences

Are you excited about developing an outstanding service to academics to grow and manage their research grants portfolio? Are you a strategic thinker, confident, credible and adaptable with extensive pre and post award research management experience? Do you want to lead a Faculty Research Office and contribute to the delivery of both the Faculty and University research strategies?

As a highly motivated, proactive individual, you will be responsible for leading the Faculty Research Office (FRO) to provide high quality research support, working closely with Faculty leadership and individual academic staff. You will be part of the Research Operations Service, but will be deployed to the Faculty of Biological Sciences and will report to the Faculty Head of Finance. You will also work closely with the central Research Operations Team and Research & Innovation Service. As Faculty Research Manager, you will lead the FRO team in supporting the financial development of research applications currently worth around £18m a year, and in providing a full post-award financial management service for all live grants.

You will need to show that you have the skills and experience to lead the FRO team through a period of change, combined with substantial experience of financial administration. You will have excellent interpersonal, communication and analytical skills, and a positive attitude to change.

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 was reawarded a Bronze award in 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.



What does the role entail?

As a Faculty Research Manager, your main duties will include:

- Responsibility for the development and leadership of an efficient and effective research operations service for the Faculty Biological Sciences. The service will work with Faculty members to provide support for research grant applications and awards and management of grants;
- Providing expert knowledge of, and compliance with, internal and external regulations, policies and financial procedures and ensuring audit compliance. Ensure the dissemination of this knowledge within the Faculty Research Office and across the Faculty;
- Providing strategic support to the Pro-Deans for Research and Innovation, assisting in the implementation of the Faculty Research and Innovation strategy;
- Being a member of Faculty Research and Innovation Committee, and other steering and working groups to help deliver research support related projects on behalf of the University;
- Working in close partnership with central Research Operations and the other Faculty Research Managers, take a key role in the continuous improvement of research processes and systems and drive changes in policy and procedures to enhance performance of the whole service;
- Being responsible for the financial authorisation, risk assessment and review of grant applications and awards, and contract negotiation as appropriate, in accordance with University policy;
- Taking a strategic lead on the annual production of five year plans for research applications, awards, income and recoveries, preparing relevant financial and non-financial documentation as required, and be responsible for quarterly forecasting against those plans;
- Working with the Research and Innovation Development Managers to evaluate funding opportunities, potential collaborations and partnerships and their alignment with the strategic objectives, priorities and strengths of the Schools and Faculty;
- Responsible for all Research reporting to the Faculty Strategy Group and Faculty Executive Committee;
- Managing the Faculty Research team, taking responsibility for workload, developing and motivating the team, undertaking annual staff appraisal



meetings and ensuring team members receive appropriate guidance and training. In conjunction with Faculty HR where necessary, effectively supporting the wellbeing of team members and managing the performance of the team.

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 Faculty Research Manager, you will have:

- Extensive research management experience (pre and post award) in an academic or similar environment and an understanding of the challenges facing the sector;
- Excellent numerical skills with substantial experience of financial administration including costing and pricing and budget management;
- A sound understanding of research funding rules and regulations from a wide range of funders;
- Demonstrable skills and experience in effectively leading and motivating, managing and developing staff;
- Experience of leading and contributing to change management and strategic planning;
- Strong analytical capability, with the ability to understand, assess and distil complex strategic, operational and financial information to solve problems and give strategic advice;
- Excellent interpersonal skills with the confidence and credibility to quickly develop and maintain good working relationships, with strong communication, negotiation and influencing skills;
- Sound organisational and time management skills with the ability to manage a demanding team workload, recognise priorities and work to deadlines;
- Flexibility, adaptability and resilience with a positive attitude to change.

You may also have:

- Knowledge and use of the SAP finance system and the KRISTAL Research Grants Management System;



- Experience of management information reporting using a large scale accounting system or reporting tool (e.g. Qlikview).

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:

Mrs Sally Hall, Faculty Head of Finance

Tel: +44 (0) 113 343 3048

Email: s.e.hall1@leeds.ac.uk

Ms. Tamsin Holt, Head of Research Operations & Reporting

Tel: +44 (0) 113 343 1944

Email: t.i.holt@leeds.ac.uk

Additional information

About the job

You will be responsible to the Faculty Head of Finance and through them to the Director of Finance. However, as a member of the Research Operations Service you will also be accountable to the Head of Research Operations.

Find out more about the [Faculty of Biological Sciences](#), [University of Leeds](#)

Find out more about the [Research Operations Service](#).

Find out more about [Athena Swan](#) and [equality and inclusion](#) in the Faculty.

Find out more about the Faculty's [research and associated facilities](#).

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.



A diverse workforce

The Faculty of Biological Sciences is proud to have been awarded the Athena SWAN Bronze Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our equality and inclusion webpage provides more information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on 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.

