UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Operations Support Coordinator

Research Operations Service

Salary: Grade 6 (£27,511 - £32,817 p.a. pro rata is applicable)

Reference: CSFIN1072

Full Time (part time hours will be considered)

We will consider flexible working arrangements

Research Operations Service

Are you customer focussed and excited about delivering an outstanding service across the whole range of the University's research grant portfolio? Are you confident, flexible and adaptable and do you have experience of financial administration? Do you want to join a University-wide team supporting academics with pre and post award research grant management?

As a highly motivated, proactive individual you will be responsible for providing research grant management support to academics. You will be part of the central Research Operations Team, but will be deployed across Faculty Research Offices (FROs); using your expertise and practical experience with Pre and Post Award grant management to work in an agile and flexible manner, to respond to peaks in workload or staff shortages, and occasionally working with the central team to develop new systems and processes.

Across the 8 FROs the team deal with a very large volume of research grant applications and awards. You will work closely with existing FRO and central teams to cost and price projects, liase with funders, set up and maintain financial records and produce claims and invoices. In particular you will be an expert contact and source of knowledge on funder and University processes and systems for grant management.

You will need to show a high level of attention to detail and have the ability to organise, prioritise and work to tight deadlines. You will have a high level of interpersonal, communication and organisational skills and to be able to work on our own initiative, flexibly, proactively in a busy environment. We also require good problem solving skills to work through complex issues, and a positive attitude to change.

What does the role entail?

As a Research Operations Administrator, your main duties will include:
- Providing detailed guidance and expertise in pre/post-award regulations and procedures of research sponsors ensuring compliance with internal grant administration policies and procedures and University Financial Procedures;
- Prepare full costing of proposals providing advice on the application of full economic costing principles, scenario planning, compliance with sponsor terms and conditions and University policy. For cost based pricing, review eligibility of costs to determine sponsor specific price;

- Reviewing the terms and conditions of grant awards, comparing awards to applications, and escalating non standard terms;
- Proactively supporting 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 budgetary information 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;
- Providing grant management and post-award administration, including grant set up, journal allocation and processing, milestones, payments, checking and updating budgets, reviewing eligibility of costs, preparing invoices, financial claims, and expenditure statements;
- Responsibility for maintenance and data integrity of University pre/post-award systems;
- Maintaining files (hard copy and/or electronic) in line with retention policies, ensuring full documentation maintained for audit purposes;
- Providing information and documentation in support of research grant audits, including liaison with internal and external auditors;
- Supervising Research Officers working within Faculty Research Offices or the central Research Operations team, and providing hands on training to individuals;
- Reviewing and making recommendations for Research Operations and Faculty Research Office business processes, documenting these processes and developing training courses/events;
- Providing expertise in the use of research systems including KRISTAL, SAP, Qlikview, JeS and other funder submission systems and using this expertise to support systems and business process development including contributing to identifying business requirements and to user acceptance testing;
- Proactively develop your own knowledge and skills necessary to undertake the role

What will you bring to the role?

As a Research Operations Administrator you will have:

- Experience working in a Research Grant management environment, either at a Higher Education Institution or a Funder; ideally with practical experience of Pre and/or Post Award grant management;
- Flexibility, adaptability and resilience to work across different teams, adapt to different processes, and react positively to change at short notice;
- Very good interpersonal skills with the confidence to quickly develop and maintain good working relationships and credibility across a range of different teams, to share good practice and to make recommendations;
- A strong customer service ethos, including the ability to provide specialist advice to a range of audiences in an appropriate and culturally sensitive manner;
- Excellent numerical skills with substantial experience of financial administration including costing and pricing & budget management;
- A sound understanding of research funding rules and regulations from a wide range of funders;
- Excellent communications skills, with the ability to prepare, analyse and present complex written and verbal information clearly and accurately, for a range of audiences;
- Sound organisational and time management skills with the ability to manage a demanding workload, recognise priorities and work to deadlines, whilst maintaining accuracy and attention to detail;
- Proven ability to work on own initiative with minimal supervision and also to work effectively as part of a team;
- A clear understanding of the importance of confidentiality & data protection;
- Proficiency in MS Office applications;
- A flexible and proactive approach to problem solving.

You may also have:

- Experience of using University SAP & other research administration systems;
- Knowledge and understanding of contract negotiation and intellectual property issues;
- Experience of developing and implementing administrative and financial procedures and training courses;
- Experience of supporting internal and external audit processes;

- Experience of undertaking user acceptance testing;
- Experience of supervising staff;
- An understanding of issues currently facing HE.

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:

Collis Robinson, Research Operations Manager
Tel: +44 (0)113 3434083
Email: C.Robinson2@leeds.ac.uk

Additional information

Find out more about the Research Operations Service.

You will be responsible to the Research Operations Manager and through them to the Head of Research Operations & Reporting. However, when working in a Faculty Research Office you will be responsible to the Faculty Research Manager for management of the faculty's applications and grants.

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 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 subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.