



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Institute Research Manager, Finance



Salary: Grade 7 (£33,797 - £40,322 p.a.)

Reference: CSFIN1076

We will consider flexible working arrangements

Institute Research Manager

Finance

Are you customer focussed and excited about delivering a high quality, comprehensive and professional business support service? Do you have experience of providing high quality, customer-focused operational research support? Do you want to join a team supporting academics and clinicians with research grant management?

As a Institute Research Manager you will be responsible for all aspects of the operational pre and post award processes, liaising closely with the Faculty Research Manager, FRIO team members, Contracts Team, Funders and research partners as appropriate.

You will be the Institute's contact and source of expert knowledge on all matters relating to research grants management, University financial regulations and UK & Overseas Research and Knowledge Transfer (KT) funding applications. As a Institute Research Manager, you will have a high level of interpersonal, communication and organisational skills and the ability to explain complex polices and procedures to non-experts. You will also have the ability to establish and maintain good working relationships with a diverse range of people.

This post will be based at the Chapel Allerton site.

What does the role entail?

As an Institute Research Manager, your main duties will include:

- Working closely with the Faculty Research Manager, Institute Business Manager and Research Leads, contributing to the long term research strategy for the Institute;
- Ensuring that research activities within the Institute are in line with the research strategies of the Faculty and conform with the University's financial procedures and regulations and take the necessary action in the event of actual or potential breaches;
- Ensuring research proposals have been authorised by the appropriate Institute and Faculty authority;



- Providing statistical analysis and strategic input for the modelling of research grant information to produce analytical reports to inform strategic planning (in particular ARIR return), management decision making and performance management to senior academics and business manager;
- Overseeing the setting up of and periodically review and improve internal research financial systems and procedures at Institute level to ensure effectiveness, efficiency and probity in the areas of budgetary management, financial information, purchasing and payment and in doing so ensure that expenditure is planned and controlled, within budgets applicable to internal and external funding streams;
- Providing leadership and day to day supervision to Research Support Officers ensuring they receive appropriate induction, training and mentoring and undertake and conduct regular staff reviews, identifying and skills gaps and training needs;
- Overseeing the provision of an effective and efficient pre and post award support to academic staff;
- Providing detailed and specialist knowledge on external funders' rules and regulation and ensure compliance with internal grant administration policies and procedures as set out by central Research Support and University Financial Procedures;
- Producing SAP journals working with Faculty Research Office to ensure appropriate costs are charged to the correct accounts;
- Preparing the non-academic element of proposals and advise on resource requirements and pricing;
- Overseeing the internal grant process to ensure proposals have received the appropriate level of ethical and internal peer review and are prepared in accordance with sponsors' terms and conditions;
- Comparing sponsor award to original application and identify variations in terms and conditions and finances. Discuss material differences with Principal Investigator as appropriate;
- Where there are collaborators to the award, liaise with the central RIS Contracts team to ensure non-standard collaboration agreements establishing clear contractual obligations on all parties, reducing the University's exposure to risk;
- Establishing effective systems to enable the Institute to monitor academic and technical/Support staff time usage on research grant awards for under and over commitment of resources advising senior academic managers as appropriate;



- Assisting the Leads for Research, Director and Business Manager with identification of instances of low success rates and the targeting of internal peer review and the allocation of mentors;
- Responsibility for the identification and maximisation of externally funded research opportunities to generate research income growth within the Institute. Identifying and promoting new funding programmes and opportunities;
- Establishing and maintain effective working relationships externally with UK and Overseas funding bodies, Research Councils, Charities and other partners;
- Maintaining an overview of all the research support activity within the Institute including that of administrators working for specific research projects;
- Be alert to risk and opportunities by taking steps, where possible and appropriate to minimise any adverse risks or maximise any opportunities, report to the Faculty Research Manager significant risks and opportunities that become apparent;

What will you bring to the role?

As an Institute Research Manager you will have:

- A degree or relevant experience;
- Practical experience of supporting the development of research applications and research grant management within the Higher Education (HE) sector across a diverse range of funders;
- Strong financial and project management skills;
- Experience of leading and managing a team and proven ability to supervise and develop members of staff;
- Extensive knowledge of University research administration software such as KRISTAL, Qlikview and SAP;
- Sound understanding of research funding rules and regulations;
- Knowledge and understanding of contract negotiation and intellectual property issues;
- Experience of providing advice and guidance in a specialist area to non-specialist;
- Ability to understand and explain detailed, and often complex, policies and procedures;
- Proficient in the use of Excel, the internet, e-mail and with word processing;
- High degree of accuracy and attention to detail;



- Excellent communication/interpersonal skills and ability to present information and reports clearly, including both written and verbal reports;
- Ability to establish and maintain good working relationships with a diverse range of people both within the University and with outside organisations;
- Able to be pro-active and to work on own initiative to deadlines;
- Demonstrable experience of managing complex funding and financial regimes and scenarios;
- Strong negotiating skills and an ability to influence;
- A willingness to develop with the role and respond to challenges, developing new skills and undertaking further training as necessary;
- A proactive and customer focused approach to problem solving.

You may also have:

- Understanding of issues currently facing HE;
- Experience of working for a research funding body or commercial organisation;
- 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.

Contact information

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

Lynn Bulmer, Research Manager

Tel: +44 (0)113 343 7832

Email: l.bulmer@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#).

Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.



You will be responsible to the SJUH Research Manager and through them to the Faculty Research Manager, and ultimately the School of Medicine Dean.

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.

