Research Grant Officer

<table>
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<th>Job Reference:</th>
<th>Research Grant Officer</th>
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<td>Department:</td>
<td>Research, Enterprise and Knowledge Exchange</td>
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<tr>
<td>Grade/ Salary:</td>
<td>Grade 6</td>
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<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>Full time</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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At Goldsmiths, we are committed to making a difference through our teaching, research and knowledge exchange. We are a campus-based university located in the London Borough of Lewisham. Goldsmiths is an important source of social, cultural and economic impact in Lewisham and the South East as well as more widely, with some 10,000 students, 1,300 staff and an annual turnover of £126 million. As a leading arts, humanities and social sciences university, we produce the future leaders and talented individuals that are in demand from many of the fastest growing sectors in the UK. Through our strong track-record of developing effective and innovative collaborations with business and other non-academic actors, we also contribute substantially to local, national and international growth, development and well-being.

We are looking for inspiring, dedicated and talented people to help build on our reputation as a research-intensive university and a leader in knowledge exchange while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

Department of Research, Enterprise and Knowledge Exchange

The Department delivers the University’s Research, Enterprise and Knowledge Exchange Strategy. The Pro-Warden for Research and Enterprise provides academic leadership of this area and the Department is under the strategic management of the Director of Research,
Innovation and Knowledge Exchange who reports to the Pro-Warden for Research and Enterprise.

In sum, the Department as a whole supports:

- the development of research and knowledge exchange bids;
- the management (and associated reporting) of the grants that are secured;
- the facilitation of partnerships between researchers and external organisations in the private, public and third sectors, including contract research collaborations and consultancy projects;
- the University’s compliance with codes of conduct, ethics and other regulatory requirements;
- the development and delivery of the University’s portfolio of unaccredited short courses and executive training.
- the University’s REF submission;
- the commercialisation of intellectual property;
- the shaping and delivery of training and other researcher development opportunities that complement support from HR and academic departments;
- policy-related activities.

Following a review of the structural capacities and capabilities within Research, Enterprise and Knowledge Exchange, we are working to develop the functions of the Department to the benefit of Goldsmiths’ strategic advantage, with the aims of:

- Continuously enhancing academic capacity to develop, secure and effectively manage externally-funded research awards and grants related to enterprise and knowledge exchange;
- Bringing together two previously distinct but complementary teams – Research Services and Enterprise Office – to facilitate the synergies and joint working that are increasingly required to enable the College to respond to the changing external funding landscape, particularly funding streams related to the Government’s Industrial Strategy;
- Strengthening our horizon-scanning capability and enhancing our understanding of the strategic aims of grant-making bodies;
- Being ready to respond flexibly to the timescales and specificities of research, enterprise and knowledge exchange funding opportunities;
- Building effective and productive local relationships, business relations but also relationships with other universities;
- Developing clearer narratives about why Goldsmiths is the partner of choice for large consortium bids.

**About this role**

**Reporting to:** Research Finance Manager

**Summary:**
The role holder will be responsible for all aspects of the day-to-day management of a portfolio of research grants. S/he will be expected to work closely with the Research Finance Manager and other colleagues in Research Services, to develop and implement improved systems and processes to help enhance the capacity of Goldsmiths to secure and manage a growing research income portfolio. The role holder will furthermore be responsible for ensuring compliance with due diligence and other funders’ and regulatory non-financial requirements pertaining to externally funded research grants. Our team ethos is built on the premise of a customer focussed, committed, efficient and collaborative working.
The post holder will provide expert advice and support at the highest standards of service to academic and professional staff across multiple departments. We are seeking a motivated professional, with an established track record of working in a research grant management environment. Flexible and versatile, your proven communication, collaboration and numeracy skills, in addition to your excellent understanding of the UK research funding landscape and processes, will enable you to rapidly build effective relationships internally and externally with a variety of stakeholders including academics, departmental business managers and research administrators, and a broad range of funders in the UK and overseas.

Main duties:

1. To be responsible for a portfolio of research grants across multiple academic departments.

2. To effectively manage both financial and non-financial aspects of the grants within this portfolio, ensuring compliance with funders’ terms and conditions, the College’s financial regulations and other relevant policies, and external regulatory bodies’ requirements.

3. To contribute to month-end and year-end processes as well as any internal or external audits by supplying accurate and timely data and other information in the required format for institutional consolidation.

4. To support the implementation and roll-out of the College’s online research grants management system, Worktribe, including the process of integration with Goldsmiths’ central financial system, Business World.

5. To work effectively as part of a wider team, providing support to the Research Finance Manager and other colleagues in the Department as and when required.

6. To ensure efficient and accurate reporting to funders on any aspects related to existing research grants, including financial information and data related to project outputs.

7. To communicate complex financial information or ideas in a way that budget holders and financial laymen can understand and act upon in a timely manner.

8. To work closely with the Research Finance Manager to identify and implement improvements to the efficiency and effectiveness of procedures.

9. To draft reports, analysis and other content for internal and external audiences, including content for the College’s website and intranet.

10. To maintain an up-to-date knowledge of the research landscape, ensuring that any changes in policy and procedure on the part of funding bodies are brought to the attention of relevant colleagues and applied as appropriate.

11. To proactively promote good research grant management practice with academic and professional staff across departments, contributing to capacity building as appropriate.

12. To build and sustain strong and positive working relationships with key external stakeholders, including funders in the UK and overseas.
13. Undertake any other tasks that may reasonably be required from time to time.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post. If you cannot demonstrate in your application that you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

<table>
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<tr>
<th>Category</th>
<th>A = Application form</th>
<th>C = Certificate</th>
<th>I = Interview</th>
<th>R = Reference</th>
<th>T = Test</th>
<th>P = Presentation</th>
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Essential Criteria 1 - Qualifications
Educated to a degree level or equivalent  
Category: A, C, I

Desirable Criteria 1 - Qualifications
ACA/CIMA/ACCA qualification or equivalent working experience  
Category: A, C, I

Essential Criteria 2 - Experience
Experience of research grant management  
Category: A, I, R, T

Desirable Criteria 2 - Experience
Previous experience of working within the UK HE sector  
Category: A, I, R

Essential Criteria 3 – Knowledge
Knowledge of research grant costing methodologies and administration including the application of fEC and major funders’ (e.g. EC and UKRI) rules  
Category: A, I, R, T

Desirable Criteria 3 - Knowledge
Knowledge of financial systems, including how to interrogate data and balances to create statutory and financial management information

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<th>Essential Criteria 4 - Skills</th>
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<td>Strong communication (written and verbal) and interpersonal skills</td>
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<td>Excellent numeracy skills and solid working knowledge of Excel</td>
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<td>A flexible approach to carrying out day-to-day duties, ability to prioritise effectively a varied workload and meet demanding deadlines</td>
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<th>Essential Criteria 5 - Additional Attributes</th>
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<td>A pro-active, collaborative, customer-orientated approach, and dedication to providing high-quality service</td>
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<td>An enthusiastic, self-motivated individual, able to work effectively with internal and external stakeholders at various levels of seniority</td>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of the appointment.

For more information about the role, please contact Human Resources, e-mail hr@gold.ac.uk.