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| **Job Title** | Post-award Project Manager |
| **Service** | Office for Postgraduate, Research & Engagement (OPRE) |
| **Grade:** | Grade F: £46,471 to £51,606 |
| **Location** | Docklands Campus |
| **Reporting to** | Head of Research and Knowledge Exchange Support |
| **Liaison with** | PVC Impact and Innovation, Dean of Research, Director of Research and Knowledge Exchange, Deans and Directors of Impact and Innovation in UEL schools, Directors of Research Institutes, academics, Professional Services staff, external stakeholders, funders, and funding support organisations |
| **Contract type** | Permanent, full time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we are now in Year 7 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

We cannot achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you will have the opportunity to work with a diverse range of people who share your passion for generating positive change. We are an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you are ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT -** Research and Development Support Team (ReDS)

The Research and Development Support Team (ReDS) is part of the Office for Postgraduates, Research and Engagement (OPRE) and supports UEL’s research community by working closely with academics, funders, and partners to provide expertise on income generation and project management, both pre- and post-award. The Team offers a high level of professional support in navigating the increasingly complex criteria of investors and funders and facilitates a programme of workshops and one-to-ones for all UEL staff.

**JOB PURPOSE**

To lead on the provision of, and continuous improvement of, high-quality post-award support for the university’s portfolio of research and education grants work, as part of the Research and Knowledge Exchange Support Team (ReDS). To work collaboratively across the wider Impact and Innovation portfolio and university to continuously improve services, systems, and processes, with a specific focus on post-award activity. To work closely with researchers and other professional services colleagues to improve the institution’s level of understanding of grant management and to lead on compliance to funder terms and conditions.

**KEY DUTIES AND RESPONSIBILITIES**

* To lead on the development and delivery of high-quality post-award support for externally funded research and education grants.
* To develop, implement, maintain, and continuously improve systems and processes that result in effective pre to post award handover, effective post-award project and financial management, and to develop related performance indicators.
* To ensure that all activities funded by external grants are compliant with relevant rules and regulations for a wide range of funders, including UKRI research councils, EU Horizon 2020, and the NIHR.
* To lead on internal and external audits that relate to externally funded research projects.
* To keep up-to-date and communicate the detail of complex funder requirements to staff engaged in delivering and supporting externally funded projects and to provide training and support for PIs and non-specialists, such as School Business Managers and Administrators.
* To monitor, analyse, and report on data related to post-award project activity for research, education, and consultancy projects to assess project delivery and risk banding, as well as to inform future targets and KPIs.
* To direct all financial tasks relating to the management of externally funded grants, including financial reporting, the submission of journals for staff time and overheads, and the expenditure forecast.
* To support and advise researchers on scientific and narrative reporting requirements.
* To act as the university’s first point of contact for all external post-award matters for funders, other HEI’s and businesses, both national and international.
* To draft, negotiate, review and set up various types of contracts and agreements, with a focus on financial and reporting clauses, seeking input from the UEL Legal Team as required.
* To develop strong internal and external networks with the UEL research community, professional services, external partners, and funders to improve the institutional understanding of post-award management of grants.
* To develop and disseminate a suite of resources designed to assist PIs, researchers, and other colleagues in the post-award management of their grant.
* To play a key role in the sourcing, implementation, and maintenance of a new grant management system, leading on post-award requirements and implementation.
* To assist grant holders with formal requests for changes to awarded grant budgets and to assist in the preparation of costed extension requests using UEL finance systems.
* To stay informed of sector developments, such as government policy, sector best practice, horizon scanning, and working with ReDS colleagues to ensure that these opportunities are appropriately promoted and disseminated.
* To play a key role in the delivery of a range of research development initiatives that aim to stimulate large-scale bidding activity.
* To work closely with the Head of Research and Knowledge Exchange Support and Directors of Impact and Innovation to operationalise the Impact and Innovation Strategy to deliver Vision 2028 KPIs.
* To support the Head of Research and Knowledge Exchange Support to produce papers and reports related to research funding activity and the research funding environment and to play a key role in assuring the quality of records retained.
* To support the wider ReDS Team in coordinating a range of development initiatives and resources, including facilitating workshops and training aimed at stimulating bidding activity and enhancing the quality of submissions.
* To represent and advocate for ReDS at Institution Committees and working groups, such as the Impact & Innovation Committee and Research Ethics Committee, as well as other meetings and events as required.
* To take responsibility for continuing professional development and updating, including through membership of internal and external networks.
* To promote and work in accordance with UEL’s Equality, Diversity, and Inclusion policy.
* To undertake other duties commensurate with the grading and nature of the post, as may be reasonably required.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Proven experience working in a research or funding support role at a UK HEI.
* Proven experience of successfully providing post-award support for a large scale, multi-partner research projects, ideally in response to EU (FP7, H2020 and ERDF) and UK (UKRI) funding programmes, including Innovate and KTP.
* Ability to scrutinise legal contracts and guidance documents with the ability to liaise between the UEL legal team and researchers when required.
* The ability to accurate interpret the expectations of funding organisations and advise academic colleagues accordingly.
* The ability to appropriately identify and manage risks associated with complex, large budget research project proposals.
* Strong financial acumen with the ability to successfully liaise between finance and academics as required. Ideally with experience with Agresso Costing and Pricing, or similar software.
* Experience of developing, implementing, and maintaining systems and processes to document and monitor research project activity. The ability to analyse and interpret this information and provide reports as required.
* Excellent IT skills.
* Line-management experience.

**Desirable**

* Experience of working with Award Management Systems (AMS).

**COMPETENCIES REQUIRED**

* Excellent interpersonal skills, excellent verbal and written communication skills, with the ability to receive, understand, and convey complex information in a clear and accurate manner.
* Ability to convey specialist or complex information in a clear and accurate manner to various audiences, making a decision on the best method for the communication.
* Experience of making independent decisions and assessing and escalating risks that may affect project delivery and have significant financial or reputational risk to the university.
* Experience of planning, prioritising, and organising the work or resources of yourself and others, working under pressure managing multiple deadlines and supporting the outputs of the wider team.
* Experience of operational planning of larger projects or areas of work, coordinating teams on a regular basis to ensure progress across different areas.
* Experience of using initiative and creativity to approach problem-solving from different perspectives where there may be no precedent at the university.
* Ability to resolve problems where there is a lack of precedent which call for innovation and creative thought to develop appropriate options.
* Experience of participating in a team, co-ordinating the activities of team members and cooperating and contributing when required as well as the ability to work on own initiative.
* Experience of motivating, organising, and delegating the work of the team according to individual abilities.
* Ability to form and communicate a vision of what is to be achieved overall by a team or section.
* Ability to understand and manage the interrelationship between teams and to build beneficial working relationships across them.
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* A degree, or extensive relevant experience

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!