



UNIVERSITY OF PLYMOUTH

Role: Grant Manager (Local Innovation Partnership Fund)

Grade: 7

Reports to: Programme Manager

Direct responsibility for: N/A

Role Summary:

Reporting to the Local Innovation Partnership Fund (LIPF) Programme Director, the Grant Manager will be responsible for the administration, assessment, contracting, monitoring and reporting of third-party funding distributed through the £20m UKRI funded Global Autonomy Cluster programme.

The postholder will manage the grant lifecycle across the programme's funding schemes, including the Ecosystem Enhancement Fund and Challenge Cohorts, ensuring that funding is administered effectively, transparently and in accordance with programme and University requirements.

Working closely with the Ecosystem Integration and Navigation Team, the role will take responsibility for applications once formally submitted, coordinating assessment processes, managing grant awards and supporting funded organisations throughout project delivery. The Grant Manager will monitor project performance, maintain programme records and contribute to reporting and evaluation activities that demonstrate programme impact and value for money.

The role requires strong organisational skills, attention to detail and experience of managing projects, grants or funding programmes within a structured governance environment.

Key Accountabilities	Indicators of Success
• Administer grant funding schemes, ensuring applications, assessments and awards are managed effectively and in line with programme requirements. • Coordinate application assessment and moderation processes, maintaining transparent and auditable records. • Undertake eligibility checks and due diligence activities. • Prepare grant offer letters, award documentation and funding agreements.	• Timely and efficient processing of applications and awards. • Funding decisions made in

• Act as the principal point of contact for grant recipients following award. • Monitor funded projects against agreed milestones, outputs and outcomes. • Review claims and supporting documentation for funded projects. • Maintain grant management records, databases and reporting systems. • Identify and escalate delivery risks, compliance concerns or project issues to the Programme Manager. • Produce grant monitoring reports and contribute to programme reporting requirements. • Work closely with the Ecosystem Integration and Navigation Team to support a smooth transition from application support into funded delivery activities. • Support programme evaluation and impact collection activities.	• accordance with governance procedures. • Compliance with programme regulations and requirements. • Timely contracting and project mobilisation. • Accurate and timely grant payments. • Accurate reporting and performance monitoring.
Additional • All activities undertaken within this role will be compliant with the University's policies, including Health & Safety, Equality and Diversity, Ethics, Data Protection etc.	

PERSON SPECIFICATION

Criteria	Essential	Desirable	Point at which information used in recruitment process
Knowledge, Education and Training: - Knowledge of grant administration, project management or funding programmes - Understanding of business support, innovation or economic development programmes - Knowledge of monitoring and reporting processes - Understanding of UKRI, Innovate UK or public sector funding programmes - Competent working knowledge of Microsoft Office packages and CRM/database systems	X X X X	 X 	Shortlisting Shortlisting Shortlisting Shortlisting Shortlisting
Experience: - Experience of administering grants, projects or funding programmes - Experience of working with businesses, stakeholders or external organisations - Experience of monitoring performance, outputs and KPIs - Experience of maintaining records and producing reports - Experience of supporting audit, compliance or assurance processes - Experience working within an innovation, research or economic development environment	X X X X	 X X	Shortlisting and interview Shortlisting Shortlisting
Skills - Excellent organisational and planning skills - Strong attention to detail and accuracy - Ability to manage multiple tasks and deadlines - Good analytical and problem-solving skills - Strong written and verbal communication skills - Ability to build positive working relationships with businesses and stakeholders - Ability to interpret and apply programme guidance and procedures - Competent use of Microsoft Office and database systems	X X X X X X X X	 X 	Shortlisting Shortlisting Shortlisting Shortlisting Shortlisting

Special conditions: • Flexibility to attend occasional meetings and events • Ability to travel across the South West region where required	X	X	
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University of Plymouth Behaviours

- Demonstrates Self-Leadership
- Develops self and others to deliver
- Leads and operates in times of change and ambiguity
- Drives innovation and action
- Creates and contributes to a shared vision
- Uses sound business judgement