UNIVERSITY OF PLYMOUTH

Role: Research Funding Administrator

Directorate/Department: Research Partnerships and Innovation/Research Strategy, Governance, Operations and Impact

Grade: 4

Reports to: Senior Research Operations Manager

Direct responsibility for: N/A

Role Summary:

Under the guidance of their manager and team members, the role holder will be responsible for contributing to the delivery of a customer focused, integrated, cost effective and progressive advisory support service for academics and professional staff making applications for funding.

Under the guidance and mentoring of Research Funding Officers and other colleagues, the role holder will provide guidance and information on the costing of projects and the subsequent processing and approval of applications. The role holder will work closely with Principal Investigators and Project Leaders to ensure the delivery of an efficient, effective and accurate service.

Key Accountabilities:

- Delivery of an effective and flexible application advisory service to University staff in a way that supports its strategic aims and reflects the University's behaviours.
- Provide project cost estimates for University of Plymouth and its subsidiaries.
- Liaise with team members, academics and professional staff in the preparation of applications for externally funded work.
- Actively build knowledge of key external sponsors' funding guidelines and associated systems and procedures and apply knowledge in order to assist in supporting colleagues and academics making submissions to Funders.
- Produce and develop a range of documents, reports and presentations in an accurate and timely manner
- Interpret, input and maintain data using a variety of systems ensuring records are accurate, complete and available for further analysis
- Plan and administer meetings, visits, and events, manage arrangements and monitor associated budgets to ensure successful event management

- Investigate, process and issue information, create correspondence and documentation to develop accurate and auditable records and systems, ensuring a prompt and responsive service
- Interface with businesses, external partners and stakeholders, responding to enquiries and requests in an effective and timely manner to ensure expectations are managed
- Network with colleagues to promote the service, share best practice, build relationships and a positive image of the service
- Make task related decisions within designated activities and using associated policies and procedures to enable the successful delivery and development of the service
- Plan and prioritise designated activities, co-ordinate or allocate tasks within the team to meet the changing needs of the service
- Collaborate with team members and peers across the University to exchange knowledge and achieve joint projects and objectives
- Contributes to team work planning to meet the changing needs of the service
- Deliver excellent customer service in all aspects of role
- All activities undertaken within this role will be compliant with the University's policies, including Health & Safety, Equality and Diversity, Ethics, Data Protection etc.
- Carry out appropriate communication and information sharing.

Measures of Success:

- Successful delivery of key priorities and objectives agreed as part of the University's Performance Development Review
- Achievement of Directorate's objectives

Knowledge, Education & training:

Essential:

- Demonstrable advanced working knowledge of Excel
- Experienced user of Microsoft Word and Outlook
- Numeracy and literacy at secondary education level, GSCE Grades A-C (or demonstrable equivalent experience)
- Educational attainment at further education level (or demonstrable equivalent experience)

Experience:

Essential:

- Working in a customer / business service team environment
- Demonstrable office/financial administration in a regulated environment

Desirable:

- Working within a project environment

- Experience of grant funding environment

Skills:

Essential:

- Ability to work under pressure prioritising workload and meeting deadlines
- Excellent attention to detail
- Strong organisational skills and interpersonal skills
- Excellent verbal and written communication skills
- Flexible and adaptable approach in a changing work environment

Desirable:

- Ability to interpret complex/multiple/detailed information and apply knowledge adhering to relevant policies and regulations

University of Plymouth Behaviours:

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