Queen Mary
University of London



Job pack

Message from the President and Principal



Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

qmul.ac.uk

Athena Swan Silver Award

Diversity & Equality Queen Mary

Queen Mary University of London

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Staff Networks
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices

Job details	
Job title	Pre-Award Costing Assistant
School/Dept/Institute Centre/Faculty	Joint Research Management Office, Research and Innovation Services
Reports to	Assistant Costing & Contracts Manager
Grade and salary	Grade 3 (£33,928 - £40,815 per annum)
Hours per week	Full-time
Appointment period	Indefinite
Current location	Dept W
Work activity type	Professional Services: Admin/Operational/Technical and Support

Job description

Job context

The Joint Research Management Office (JRMO) supports researchers across Queen Mary, University of London and Bart's Health NHS Trust.

Our highly trained team is on hand to support a diverse range of research activities, from getting a project off the ground to ensuring its smooth running and future development. The team members understand where their work fits into the strategic plans and goals of the organisations.

Our services include:

Accurate project costing.

- Tender/application preparation and advice.
- Assisting with the approvals process.
- Ongoing financial management of grants and awards.
- Consultancy and research contracts.
- Assistance with ethics applications.
- Support with Research Integrity matters
- Assistance with Medicines and Healthcare Regulatory Agency applications.
- International Research and Innovation Partnership Support including Export Control, Trusted Research and Partner Due Diligence.

Job purpose

To provide administrative support within the Pre-award team and support with basic costings, so that colleagues can operate efficiently and effectively within the two organisations: Queen Mary University of London and Barts Health NHS Trust.

Main duties and responsibilities

- Support JRMO teams with the Helpdesk and Worktribe requests as well as email and telephone messages; triaging requests as required.
- Provide support for pre-award office-based or MS Teams meetings including invitations, room booking, circulating papers.
- Circulating documents, emails to office staff/ Researchers/ PIs/ Consultants.

- Checking JRMO post has been delivered to Dept W and distributing that to relevant team/staff members.
- Submitting requests for setting up of suppliers and customers in Agresso, to support project set ups in JRMO
- Producing a realistic price for the basic proposals, which is within the funder's guidelines, is fully cognisant of the true cost of the proposed research and which takes account of institutional risk.
- Providing a monthly report to Head of Pre-award and Head of Research Governance for CI/PI leavers on Studies.
- Work closely with Post Award to ensure the pipeline from Awarded project to Post Award setup is efficient and done in a timely manner.
- Interacting with funders to source/verify information.
- Checking the funder's guidelines and keeping funding systems up to date.
- Costing for Internal Research projects as directed by the Head of Pre-Award
- Prepare Demand Management call emails, liaise with Head of Joint Strategic Research Projects, JRMO Comms and Engagement Manager. Setup folders in Sharepoint distribution draft email for review/comments by FRMs. Organise RIB meeting ask for Panel members and send invites to panel and EOIs with Scorecard. Provide access to Panel Members to the relevant SharePoint EOIs folder.
- Along with the Assistant Costing and Contract Manager and JRMO Comms and Engagement Manager monitor and maintain the Horizon scanning information for JRMO Website.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

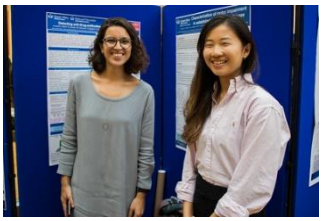
Queen Mary University of London

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
Minimum of 5 GCSEs (or equivalent) at Grade A-C including in English and Mathematics	☒	☐
A level qualifications (or equivalent), or equivalent relevant experience	☒	☐
Experience/Knowledge		
Knowledge of administrative and HEI organisational procedures, acquired through training and/ or relevant experience	☒	☐
Experience of dealing with confidential and sensitive data and appropriate maintenance and storing of records	☐	☒
Experience of using a HEI/NHS research funding costing tool, or standalone management information system	☐	☒
Working knowledge of TRAC and FEC financial methodologies	☐	☒
Working knowledge of filing/ data systems including records management	☐	☒
Understanding of HEI or Research Finance	☐	☒
Skills/Abilities		
Strong organisation and planning skills, and the ability to prioritise own workload to meet deadlines	☒	☐
Proficient IT skills in using Word, Excel and the relevant research grant management software	☒	☐
Able to work within a team	☒	☐
Ability to work on own initiative	☒	☐
Able to work under pressure to deadlines	☒	☐
Good time keeping	☒	☐
The post holder will have effective interpersonal skills to enable relationship building with staff at all levels.	☒	☐
Other		
The post holder will need to be supportive and work collaboratively with colleagues to provide a collegiate and harmonised working environment.	☒	☐
Flexible approach to work and a willingness to learn and develop skills	☒	☐
*The ability to meet UK 'right to work' requirements.	☒	☐





* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate






EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional Athena SWAN award for advancing gender equality and champion a number of EDI initiatives across the University. We also offer a number of development programmes including Springboard, Aurora and B-MEntor.
We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible Working

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about the school/Department/Institute can be found at:

www.jrmo.org.uk

Informal enquiries should be made to:

Name:

Tel:

Email:

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

