Funding Support Partner

University Research & Enterprise

Job Reference: REQ0002204



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Salary:	**Grade 6 £40,704 - £45,641**
Contract:	**Fixed term to 31/12/27**
Location:	**Headingley/City Campus**
Department:	**Funding Support Team**
Responsible to:	**Senior Funding Support Manager**
Working Pattern:	**Full time**

Purpose of role

To manage and deliver pro-active, professional support across research & knowledge exchange projects and activities to ensure implementation is successful, efficient and achieves deliverables. To ensure that the team creates a value-added contribution across the full lifecycle of research and knowledge exchange activity.

The post-holder may be aligned to a particular funder or funders, but there is a reasonable expectation that colleagues will be deployed flexibly and in-line with university strategic objectives and resource planning needs.

Key Responsibilities

1. To pro-actively manage, plan, coordinate, deliver and monitor a series of complex research & knowledge exchange based projects to ensure implementation is successful, efficient and achieves deliverables. The post holder will be expected to juggle a range of activity for self and others including influencing and motivating colleagues within the service and in schools and other service areas.

2. To manage, performance manage and develop Funding Support Co-ordinators and other members of the Funding Support Team in delivering and delegating activities. From time to time there may be a requirement to supervise or line manage project specific staff.

3. To be responsible for liaison with academic colleagues, R&KE development teams, Legal and other professional services to prepare and process legal agreements, contracts and non-disclosure agreements as required by projects and to ensure robust decision-making that minimises risk to the university.

4. To lead and be responsible for timely claims, regular forecasts and reporting on all aspects of the financial management of projects to both internal and external stakeholders including support for management of financial year end.

Key Responsibilities (continued)

5. To work collaboratively with pre award colleagues and academic colleagues in the preparation of costings for research and enterprise projects adhering to funder guidance, using the university's costing systems and processes, to support robust decision-making in-line with the university's strategic priorities to grow R&KE income.

6. To hold expertise and then advise and pro-actively communicate with internal and external colleagues in the delivery of R&KE projects and funding – this will require high levels of expertise in particular funding and reporting requirements eg Innovate UK or NIHR.

7. Design and regularly provide semi-structured and informal training and coaching to colleagues and external partners including mitigation of risk, maximising return on grants and awards and compliance with external funding.

8. Delivery of infrastructure and processes that enhance and professionalise our R&KE support to academic staff e.g. KTP Community of Practice. This may include initiating, developing and leading new internal networks that support best practice and optimised decision making eg funder special interest or best practice groups and forums.

9. Initiate and support creation, development and implementation of rigorous processes and procedures for the accurate recording of project information and data in order to comply with internal and external audit and reporting requirements relating to research and enterprise activity and to ensure professional service delivery at all times. This will include design and delivery of new or optimised processes and creative solutions to challenges in resource deployment and delivery eg use of new technical solutions or developing new frameworks for delivery.

10. To support the reporting requirements of the Research & Knowledge Exchange Service for externally funded projects and to work with and support the appropriate Associate Director to prepare internal and external reports eg HEBCIS, Research and Knowledge Exchange Committee.

11. To attend, as required, project meetings across the UK, and on occasion overseas, with internal and external partners supporting and guiding colleagues and partners in delivery of R&KE projects.

12. To attend appropriate regional and national partnership meetings with external funding bodies and agencies.

13. To attend, as required, internal meetings to represent the team or service e.g. specific working groups, school R&KE committee meetings.

14. To support the collection of impact evidence and metrics to support the university's external regulatory activities including REF and KEF.

15. To deputise for other members of the funding support team as and when required for the delivery of R&KE activities.

16. To undertake such other duties, commensurate with the grading of the post as are required from time to time by the appropriate line management.

Using Artificial Intelligence (AI)

Whilst using AI in our work has many benefits, we would encourage you to write your application without AI input. This will give us a much better insight into your experience and let your own strengths shine through in the application process. We value the uniqueness of every colleague and believe it makes our university a better place to work.

Person Specification & Performance Attributes

Person Specification Criteria	Essential	Desirable
1. Possession of a degree or significant (3+ years) experience of working in a research and knowledge exchange environment in a HEI setting. Evidence of further study and ability to proactively engage with new skills and learning will be an advantage.	✓	
2. Experience of successfully managing complex funding pots and projects including significant evidence or reporting, forecasting and / or management of claims and audit.	✓	
3. Experience of line management with the ability to train and support new and existing team members.	✓	
4. Knowledge and experience of interpreting, advising on and adhering to funding criteria with examples of providing value added insight to colleagues. Evidence of expertise with relevant funders or suite of funding products related to research & enterprise in a HEI setting will be an advantage.	✓	
5. Evidence of very high levels of delivery and professionalism across a range of complex projects with tangible outcomes and KPIs and involving multiple stakeholders.	✓	

Performance Attributes
PLANNING & ORGANISATION 6. Ability to work independently and also to co-ordinate and motivate other members of a team in a collaborative manner to achieve project deliverables.
TEAMWORK 7. Ability and commitment to working within a team environment with own immediate team and to facilitating successful collaboration with other teams, service areas and schools.
COMMUNICATION 8. Demonstrable skills in building effective relationships and establishing credibility with colleagues across organisations and with external stakeholders.
CREATIVITY & INNOVATION 9. Evidence of ability to improve services and think creatively, making innovative changes to operational practices.

Terms of Appointment

Pension

You will automatically be enrolled to become a member of the West Yorkshire Pension Fund (WYPF)

Annual leave

Annual leave entitlement is 38 days

Pre-employment checks

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Probationary Period

Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy.

A copy of our probationary policy is available on our website or on request from Human Resources.

References

Offers of employment will be subject to the receipt of satisfactory references.

Salary

On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Pre-employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties.

Safety, Health & Wellbeing

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact us.

Hybrid working

Working in a hybrid way, where colleagues spend some of their working hours or days on campus, and some of their time working from home is well established at Leeds Beckett. Some roles remain fully campus based. Working arrangements are dependent on the job role, team and University requirements and will be discussed with candidates at or after the interview.

Our Strategy

LEEDS BECKETT UNIVERSITY

STRATEGIC PLAN 2026–2031



PURPOSE

We make a positive and decisive difference to people, organisations and communities through excellent education, research, and service.

ANCHOR IMPACT

As a Leeds Anchor with global reach, we work in partnership to drive inclusive, sustainable, social, economic, and cultural benefit for the diverse communities we serve.

OUR VALUES

Inclusive. Teamwork. Integrity.
Pragmatism. Ambition. Purposeful.

You can read more about our strategy here.

LEEDS BECKETT UNIVERSITY

Working at Leeds Beckett University

Our Vision

Our students are a diverse community with different needs and aspirations. Teaching excellence is at the heart of our culture and academic practise, focussing on the provision of an outstanding education and experience for our students.

We are proud of our polytechnic roots, and proud to have built on our heritage as a vital source of professional, vocational and applied learning, underpinning the social, economic and cultural life of our city and region.

We are a community of around 23,000 students from over 140 countries and 2,800 staff. Our history dates back to the founding of Leeds Mechanics Institute in 1824.



Working with Us

What can you expect from a career with Leeds Becket University.

We offer membership of a Local Government Pension scheme, Teachers Pension Scheme and USS scheme, dependant on your role and circumstances. More detail of the schemes is available on their website pages and will be provided during the offer process.

Occupational Maternity/Adoption and Shared Parental Leave is available to our colleagues (subject to meeting the conditions).

Onsite Gym Facilities – with memberships for our colleagues, that let you take part in activities at the Carnegie Sports Centre, Headingley Campus and City Campus Gym. They offer traditional gyms, fitness classes and swimming.

If you travel to work by car, we have car parking available at our Headingley campus and free transport, during term time, for travel between campus.

And in addition, to the above, we offer a range of Benefits and Discounts through our partners, as part of our overall benefits package.

Your development and growth

Whatever you do at Leeds Beckett and whatever you aspire to, we are committed to supporting you to develop your skills and build your career. We pride ourselves on providing interesting opportunities to equip all colleagues to thrive and fulfil their potential and have a range of development opportunities to stretch and support throughout the different stages of any career.



Our Wellbeing Commitment

We know that working and studying in a mentally healthy community supports us all to attain good wellbeing, feel happier, have clarity of purpose, and meet our goals and at Leeds Beckett University we are working to achieve this through a whole university approach. We have recently been awarded the University Mental Health Charter, putting wellbeing at the heart of everything we do.

Together, we actively encourage healthy behaviours to improve wellbeing. You can find out more about how we support colleague's physical, mental and financial health and wellbeing on our *website*.

Equality, Diversity, and Inclusion

Equality, Diversity and Inclusion is integral to our culture and at the core of how we work with all members of our community.

Leeds Beckett University is proud to be a Stonewall Diversity Champion and a Disability Confident Employer. The University holds an Athena Swan Bronze Award for gender equality and is working towards a Bronze Award with Advance HE's Race Equality Charter.

Join Our Community

We actively encourage all our colleagues to explore what is happening across the university community and to come along to our events and support your colleagues and students.

Working on a Campus keeps all of us connected with the wider university and the amazing teaching that is delivered every day. We have state of the art buildings on our city campus, whilst Headingly is more traditional with lovely green spaces and sport facilities that we can all enjoy.

Our Campus locations offer a range of facilities including Beckett Food and you can get your hands on a reward card to enjoy loyalty rewards and access exclusive offers.

Welcome to Leeds

Leeds is a vibrant, modern city with a rich industrial past and on the doorstep of natural beauty. It is the cultural, financial, and commercial heart of West Yorkshire and has one of the most diverse economies of all the UK's employment centres. Leeds is, and always will be, open for business and talent.

Please read our application guide to ensure that you have the best chance for success. You can find the guide here.

Thank you for your interest in working with us at Leeds Beckett University.

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