UNIVERSITY OF WARWICK

Job Description

Job Title	Programmes Coordinator (Finance)
Department	Research & Impact Services
Grade	5

Job purpose (a brief summary of the role)	Research is one of the University's core purposes and Research & Impact Services plays a key role in supporting the research activities, including research funding, the Research Excellence Framework (REF), Research Impact and Ethics & Governance. Research and Research Impact is supported by a range of internal and external funds. The Programme Coordinator role will provide financial and project management support to the delivery of the University's Impact Acceleration Account (IAA) and to other internally and externally funded programmes, including the HEIF supported Warwick Impact Fund, as well provide administrative support to activities pertaining to the REF, Knowledge Exchange, Knowledge Transfer Partnerships and Ethics & Governance. Responsibilities will include managing internal institutional funding calls, establishing projects within the university's finance and governance systems, monitoring spend and managing the overall programme budgets including oversight of the constituent projects. The postholder will also provide administrative support to the KTP programme. The postholder will be part of the R&IS administration team and will also provide day to day administrative support to the department, including preparing committee documentation and taking minutes.
Duties and responsibilities	• Provide administrative support to the University's KTP programme, as well as to the wider the R&IS team , for example to the Group and committees, such as IAA Management and Steering Committees, ethics & governance committees and research planning meetings, including co-ordinating the agenda, writing minutes and circulating papers. • Provide financial officer support, working directly to the KE Programmes Monitoring Officer and providing regular updates and analysis on commitments and spend to date at a project and programme level to the Programmes manager, Director Research & Impact Services and Pro-Vice Chancellor for Research. • Use SAP to monitor internal and IAA-funded impact projects on a monthly basis to ensure spend is on track and follow up with grant holders or departmental administrators where necessary. Manage requests for extensions or amendments and prepare updates for the Review Panel. Update Research Finance with project amendments and ensure that finance records are up to date at all times. • Liaise with colleagues in Research & Impact Services to support the administration function within R&IS and undertake other related duties as required. • Manage the end of project reporting process, ensuring grant holders complete end of project reports effectively by assessing the quality of the evidence submitted and supporting further evidence collection where necessary. Arrange the review of project reports by the IAA panel and provide feedback to grant holders. Ensure that lessons learned from the reporting process feed into the improvement of IAA operations and strategy as necessary. Take the lead on compiling qualitative and quantitative data for the Annual Reports. • Maintain an oversight of required follow-up actions, on behalf of Research & Impact Services, and to flag up any required actions in good time to support the effective delivery of actions and programmes. • Provide assistance to academics on the costings of applications into internal and external funds as required, working within the University's research management system and providing advice as regards value-for-money and funder eligibility. Manage and assist in

	developing the relevant funding database, including support to design systems to improve efficiency and reporting capability. • Deliver internal communications to raise awareness of funding deadlines and special funding calls, administer applications to the internal funds and the IAA, acting as the primary point of contact for correspondence with applicants. • Work with Impact Managers leading on Warwick EPSRC and BBSRC IAAs to proactively seek opportunities for collaboration at an institutional level. Attend relevant conferences to share best practice with other institutions. • Support the development and organisation of R&IS events, working either to the Research Strategy & Development Managers, Research Impact Managers and/or with academic or administrative colleagues in Departments to deliver events that include internal and external stakeholders.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Experience of managing large datasets or monitoring large budgets.	A & C
E2	Proven experience of designing and implementing processes.	A & C
E3	Experience of managing funding programmes.	A & C
E4	Excellent attention to detail.	A & C
E5	Excellent organisation skills, including the ability to lead on projects, prioritise workloads and meet deadlines.	A & C
E6	Ability to work flexibly and co-operatively with others as part of a team.	A & C
E7	Ability to work independently, use initiative and complete tasks without close supervision.	A & C
E8	IT literate and competent, including experience of maintaining databases.	A & C
E9	Ability to manage sensitive conversations in person or via email.	A & C
E10	Ability to maintain confidentiality.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	An honours degree or equivalent.	A
D2	Experience of using SAP and Microsoft Access.	A
D3	A good understanding of research & research impact in its widest context.	A & C
D4	Experience of working in a Higher Education environment.	A & C