

Job Description

Funding and Award Manager

Salary:	Grade 8
Contract:	Full time, ongoing
Location:	Canterbury Campus
Responsible to:	Head of Research and Innovation Operations
Responsible for:	Research and Innovation Support funding and award team
Job family:	Administrative, professional and managerial

Job purpose

A member of the Business Development, Research and Innovation (BDRI) Directorate's management team, the Funding and Award Manager will provide direction and support to the university's academic communities to help determine and deliver their Research, Innovation and Business Development strategies and income targets.

Working closely with the Directors of Research and Innovation, they are responsible for supporting the growth of research and innovation income and fostering the development of high-quality outputs, all of which are central to the institution's strategy. They will work with the academic community to monitor and contribute to the achievement of the Schools' research and innovation KPI's, and oversee all pre- and post-award administration for research and innovation awards. They will also have responsibility for establishing and maintaining a community of practice in a specialised portfolio area (e.g. funding development, impact, post-award management, business development and training).

The role holder will be assigned to specific areas but will be expected to work across others as necessary as well as supporting cross-university initiatives.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Provide professional service leadership and governance of research and innovation activities, ensuring these are managed appropriately and delivered effectively in line with agreed targets.
- Manage local research processes and procedures (pre- and post-award) to support the delivery of university and School Research and Innovation strategies, targets and key activities, such as improving grant success rates and maximising outputs, maximising income generation and developing world leading research opportunities.
- Support the development of School strategies related to research and innovation, ethics, impact, business development, so that the role holder's operational and informed perspective is integrated into agreed plans.
- Monitor the implementation of strategies and manage the administrative and operational aspects, so that plans are delivered and outcomes are achieved. Provide management reports as and when required.
- Provide significant and expert advice to academic staff by identifying funding opportunities and supporting the submission of research and innovation funding proposals through the provision of grant writing support and managing the submission process.
- In partnership with the Directors of Research and Innovation, the Graduate and Researcher College and others within the BDRI directorate, co-develop and co-deliver research development workshops which

seek to drive excellence and disseminate good practice to the research community as well as continually develop the University's research environment.

- Ensure that the Funding and Award team is providing focused pre- and post- award support with the aim of improving the success rate of applications and maximising outputs in line with School and Institutional targets.
- A requirement to provide professional representation of the University, the academic Schools and the BDRI directorate at external engagement events and meetings.
- Lead and manage a BDRI Funding and Award team to ensure the delivery of consistent practices to support staff within the Schools and compliance with university processes. The postholder will also be expected to provide cover for staff absence and peak workloads of other Funding and Award Managers.
- Support the creation of a culture that is highly performance and contribution focused, built on a foundation of equality, diversity, belonging and inclusivity and that inspires people to bring their best every day.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Managing a complex workload with competing demands and deadlines. The role holder will agree objectives and overall priorities with both the BDRI leadership team and the academic Director/s but will also be expected to manage unexpected/unplanned work within overall timeframes.
- The role holder will be expected to support and enable the Schools to improve grant success rates and manage outputs in an extremely challenging economic environment.
- Drawing upon specialised professional knowledgebase to influence academic colleagues in order to safeguard the delivery of individual, subject-level and divisional funding plans and stimulate engagement with large-scale collaborative bid consortia.
- Responsible for developing integrated support services across the School Research Centres.
- The role requires good communication and negotiation skills both within and across Schools and other Professional Service Departments.

Internal & external relationships

Internal: All BDRI staff; students; Directors of Research and Innovation; academics within and across the Schools, and central professional services departments.

External: Representatives of funding bodies (including the Research Councils; the European Commission; Government departments; charities and industry); other stakeholders from external bodies including professional accreditation bodies relevant to the Schools.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Educated to degree level or equivalent (A)
- Knowledge of the higher education sector and the key challenges and strategic issues facing research and innovation in an HE environment, specifically the need for Universities to diversify their activity and income streams (A,I)
- A proven track record of income generation, increasing revenue from existing clients and establishing new partnerships (A,I)
- Experience of supporting and establishing collaborative partnerships between both academic and business sectors (A,I)
- Excellent and effective negotiation, influencing and communication skills, particularly the ability to persuade and inspire colleagues to work collaboratively to ensure strategic priorities are met, and the ability to produce clear and concise written materials (I,T)
- Effective communication skills, both written and verbal, report writing skills, experience of delivering presentations and communicating with staff at all levels and in all forms (A,I)
- High level of analytical skills, with the ability to communicate on, and work within, complex strategic and policy concepts (A,I)
- Highly motivated with a 'can do' attitude initiative and resourcefulness. (I)
- Experience of successfully managing staff, with well-developed team management skills and a clear passion for developing motivated staff and strong teams (A,I,T)
- Ability to support colleagues in their training and acting as a mentor (A,I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- Postgraduate or professional qualification in relevant area, or equivalent experience in a relevant profession (A)
- Experience of developing and maintaining a network of contacts within own organisation and wider (A,I)
- Cognisant of the challenges and strategic issues facing higher education (I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage