

**THE UNIVERSITY OF MANCHESTER**  
**PARTICULARS OF APPOINTMENT**  
**FACULTY OF SCIENCE & ENGINEERING**  
**FACULTY OFFICE SCIENCE & ENGINEERING**  
**DIVISION OF FSE RESEARCH & BUSINESS SERVICES**  
**RESEARCH SUPPORT OFFICER**  
**VACANCY REF: SAE-029468**

<b>Salary:</b>	Grade 5 £32,080 to £36,636 per annum, depending on relevant experience
<b>Hours:</b>	35 hours per week (1 FTE)
<b>Duration:</b>	Permanent
<b>Location:</b>	Oxford Road, Manchester

---

**Enquiries about the vacancy, shortlisting and interviews:**

Name: Jessica Fanelli

Email: [Jessica.fanelli@manchester.ac.uk](mailto:Jessica.fanelli@manchester.ac.uk)

---

**Overall Purpose of the Job**

To work as part of the Research Services team in the Faculty of Science and Engineering to deliver a high-quality research support service to the academic and research community. You will work closely with Research Services and other professional services colleagues across the University to support research activity, to maximize the University's ability to attract researchers and research income, undertake high quality research and exploit research outcomes.

**Main Responsibilities**

**Research Services Delivery**

- Provide support for a portfolio of research activity, working with a wide range of academic staff from across the Faculty. Responsibilities include:
- Calculation of the full economic and recoverable costs for research and other externally funded project proposals using BlackDackel, (the University's costing tool) and provide advice and guidance to researchers on proposal resourcing across a broad range of funders

- Liaison with external organisations and partners to ensure timely and accurate proposal costings and other proposal information is supplied
- Ensuring that relevant approvals, both institutional and regulatory, are secured and the proposal is approved in Pure (the University's awards management system) before the proposal is submitted to the funder
- Supporting the collation of proposal documentation and checking documents in relation to funder guidelines
- Supporting Principal Investigators with the proposal submission process using a range of funder submission systems
- Liaison with the University Contracts team to ensure that agreements are put in place as necessary with project sponsors, collaborators and subcontractors
- Updating Pure with proposal outcomes ensuring accuracy and timeliness of recording decisions and the setting up of subsequent awards
- Liaison with the Research Finance teams and Principal Investigators to ensure projects are set up as intended and in compliance with the sponsor's terms and conditions and the University's Financial Regulations. Coordinate the timely and accurate set up of grants in the University's systems, reflecting awarded amounts, budgetary splits and collaborator elements
- Providing administrative support to Principal Investigators on the recruitment of project staff. Ensure, in liaison with Research Finance and People and Organisational Development that project staff are recruited on time and within budget
- Supporting non-financial project management and administration such as project files set-up, formal grant/award acceptance, notifications to researchers and funders, project transfers, liaison with external partners, monitoring reporting requirements and project changes
- Participating in project and financial review meetings with Principal Investigators and Research Finance colleagues as necessary
- Supporting grant maintenance such as extensions, additional funding, and working with the PI, funder, Research Finance and ensuring Pure is updated as necessary
- Supporting the Research Services preparations for internal and external reporting requirements, for example, preparations for funder assurance visits
- Data checking for statutory returns and internal performance monitoring
- Working flexibility as part of a Faculty research services team, which may involve supporting activity outside of your portfolio during busy periods and to cover for sickness absence and annual leave

### **General**

- To champion a culture of continuous change and engage constructively with University change consultations
- Have an understanding of and commitment to the University's policies and procedures to support and promote Equality, Diversity and Inclusion

- To maintain confidentiality of information in line with data protection requirements and University policy
- To contribute to the University's agenda for social responsibility, including sustainability
- To support other areas of the Faculty and University as and when directed

## **Person Specification**

### **Essential skills and experience**

- Strong numeracy skills demonstrating accuracy and attention to detail. Ability to do complex calculations, manipulate and present financial data
- Excellent communication skills (written and oral), demonstrating an ability to influence and communicate effectively with a wide range of people both internally and externally and build networks
- Excellent organisational skills, ability to plan and prioritise a variety of work activities in a busy environment and to manage competing deadlines
- Ability to interpret and absorb quickly new information, guidelines and procedures
- Ability to work independently and proactively
- A flexible team player with the ability and willingness to support colleagues
- Demonstrable ability to think creatively, solve problems and influence others, with experience of contributing to the development and improvement of systems and procedures
- Excellent computer skills particularly Microsoft Excel, experience of using web based technologies and the ability to learn new systems and software
- Commitment to continuing professional development and willingness to undertake training as required
- Demonstrable commitment to the University's strategy, vision and values

### **Desirable Skills and Experience**

- Experience of working within regulations and procedures
- Experience of costing and developing budgets
- Knowledge of contractual processes and legislation
- A broad understanding of the research administration lifecycle
- Broad understanding of the financial, legal and ethical risks associated with research activity
- Awareness of the current University Research Strategy and external factors influencing the direction of research

### **Expectations And Success Factors**

- To be a proactive team member and treat all colleagues and students with respect

- To be willing to work across organisational boundaries
- To seek new knowledge and share ideas
- To be open and responsive to change and innovation