

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF28721
<b>Post Title:</b>	International Funding Officer
<b>Grade:</b>	Grade 6
<b>School/Department:</b>	Research and Enterprise Services
<b>Reports to:</b>	GCRF Research Development Manager
<b>Responsible for:</b>	N/A

## Purpose

This role will provide essential support for managing and progressing our research partnerships with overseas institutions. The post holder will play an important role in supporting the Global Challenges Research Fund (GCRF) Research Development Manager and the Contracts Manager by administering due diligence checks, assisting with the creation and management of research agreements and monitoring expenditure from overseas and UK partners. They will establish processes to comply with funder requirements and to mitigate and financial or reputational risks to the University. The role holder will also work closely with academic departments and external collaborators.

## Main duties and responsibilities

- Administer the research due diligence process across the university by checking the ability of research partners to: receive funds; undertake the research; and apply data management and research ethics processes.
- Manage the progress of each project's due diligence checks and will work with the GCRF Research Development Manager, research project leaders, third party organisations and colleagues in Contracts and Finance to assess the financial and reputational risks to the university. The role holder will provide advice and guidance to internal stakeholders on the research partner due diligence process.
- Build a database of trusted third-party organisations who have had due diligence checks carried out.
- Setting up and regular monitoring of progress, and expenditure from internally-funded projects. The role holder will be involved in creating and checking reports for Research England and the University's GCRF Steering Committee.
- Assist the Contracts Manager in the creation of contracts between University of Reading and third parties by working with research project leaders and the Finance teams to ensure that information and requirements arising from the project applications and the due diligence process are incorporated appropriately in any agreements.
- Support the GCRF Research Development Manager in delivering the University's ambition to grow our international research partnerships, in particular GCRF and Newton Funding by:

monitoring external funding opportunities and ensuring appropriate communication across the university to maximise those opportunities.

- Manage the competitive process for funding university academics from internal funds – publicising funding opportunities, answering queries, collating papers, recording scores and providing feedback to academics.
- Assisting the GCRF Research Development Manager with the preparation of external GCRF and related applications as and when required.

### **Supervision received**

Reporting to the GCRF Research Development Manager, the post holder will receive one on one support, advice and mentoring on an ad hoc basis. Additional regular supervision meetings will also be held to discuss portfolio of work, general issues arising in performance of duties and ongoing support and professional development requirements. The role holder will be expected to make his/her own assessment of risk through the due diligence process and provide recommendations to the GCRF Manager and Contracts Manager.

### **Supervision given**

Not applicable

### **Contact**

You will work closely with other members of the Research Development team along with other teams in the Department.

Among other internal relations, the following shall be contacts in performance of duties: Academic and Research staff from across the university,

Among other external relations, the following shall be contacts in performance of duties: External and/or overseas research partners' organisations to enable completion of due diligence checks.

### **Terms and conditions**

The role is offered as a part-time post (0.6 – 0.8 FTE), fixed-term, until July 2021

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed: 03/04/2019**

# PERSON SPECIFICATION

Job Title	School/Department
International Funding Officer	Research and Enterprise Services

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent Interpersonal &amp; communication skills</li> <li>• Keen eye for detail</li> <li>• Ability to work as part of a team</li> <li>• Ability to work effectively under pressure and to deadlines.</li> <li>• Ability to take ownership of tasks, act independently considering shifting priorities</li> <li>• Ability to progress numerous projects at any one time and to prioritise and manage own work flow.</li> <li>• Demonstrable organisational skills</li> <li>• Ability to make informed decisions.</li> </ul>	
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in relevant topic (development studies, climate science, or social science)</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of research funding mechanisms in the UK and overseas,</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of research strengths at the University</li> <li>• Knowledge of research funding in the Development area</li> <li>• Awareness of funders' Due Diligence requirements in research awards</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a research environment</li> <li>• Experience of deadline driven working</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in research administration or for a funding agency</li> <li>• Prior experience of ODA requirements</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Able to engage clearly, persuasively and with authority with academics and third parties</li> <li>• Proactive to make and build relationships with academics and third parties</li> </ul>	

	<ul style="list-style-type: none"><li>• Supportive and facilitative</li><li>• Calm and patient under pressure</li><li>• Proactively seeks and provides advice and assistance from colleagues and line manager at timely and appropriate points and in a considered and effective manner.</li></ul>	
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Completed by: Charlotte Johnson	Date:15/03/2019
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