

JOB DESCRIPTION

Team Leader - Research Post-Award Vacancy Ref:

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| Job Title: Team Leader – Research Post-Award  | Present Grade: Grade 6  |
| Department/College: Research Services  |
| Directly responsible to: Research Funding Manager  |
| Supervisory responsibility for: Post- award team  |
| Other Contacts: Internal: Research Services colleagues and others in the directorate, finance, HR and other professional services, academic staff, departmental and faculty officers, and the Pro-Vice Chancellor for Research. External: Research sponsors (e.g. Research Councils, European Commission, Government Departments), other HE institutions, project partners, UKRO and ARMA  |
| Purpose of the job: Coordinate the work of the post award team to ensure consistency of approach and standards of service and seek to provide an efficient and proactive service to the academic community. Manage a large and diverse portfolio of research grants and contracts for a range of funding bodies ensuring that all sponsor requirements and deadlines are adhered to and that University regulations, policies and procedures are complied with. Provide guidance, advice and support to Principal Investigators (PI) and departmental administrators on the post- award financial administration of research grants and contracts. Monitor research expenses and prepare claims to maximise cost recovery. Provide timely financial reports for Head of Research Services and faculty staff.  Key Duties: * Monitor and coordinate the work of the post award team, including both centrally and locally deployed staff, to ensure that work is being delivered to a high standard and research grants and contracts are administered in an efficient manner to meet both University and Funders’ policies and procedures and to ensure all deadlines are met.
* Oversee the maintenance and review of post-award protocols and procedures to ensure they continue to meet both University and funders’ requirements.
* Provide advice on post-award matters to other members of Research Services, including other team leads and the pre-award team.
* Liaise with the Contracts Team and advise on financial details for contracts where necessary
* Arrange and manage research project audits, liaising with internal and external auditors, ensuring clear audit trails with supporting data.
* Liaise with the finance office to ensure copy invoices/expenses are archived and catalogued to ensure retrieval for claims and audits.
* Provide advice to Principal Investigators and department administrators on matters relating to the terms and conditions of external funded awards.
* Liaise with, respond to queries, challenge responses received from the funding bodies when they are open to interpretation, ensure clear audit trails with supporting data.
* Undertake project reviews; analyse financial activity and verify expenditure is eligible, and review budgets for projects awarded in foreign currencies to check for exchange rate fluctuations, advise principal investigators/departmental officers on corrective measures as appropriate.
* Provide advice and guidance and occasional admin support on European Framework Programme collaborative grants, or other large EU grants being led by Lancaster.
* Investigate and resolve queries and provide information for PIs, departments and external funding bodies.
* Calculate salary costs for projects taking into account pay awards and variations in exchange rates; ensuring sufficient budget and project duration are available for staff appointments.
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| •  | Prepare reconciliations, statements of income & expenditure and claims for research projects, check contract timescales/milestones; check and approve expenditure on research projects to ensure the availability of budget, effective management of resources whilst adhering to the funders terms & conditions; liaise with PIs to determine if milestones have been met to ensuring accurate and timely billing.  |
| •  | Respond to enquiries from funders on invoices and eligible costs, and to work with credit control to resolve unpaid invoices and claims.  |
| •  | Process grant and contract acceptances and set up new research projects and update the financial information system (Agresso).  |
| •  | Reconcile profiled payments received from Research Councils, and balance to individual projects.  |
| •  | Provide training to new and existing staff members as appropriate and train and mentor team members to ensure a thorough understanding of University financial regulations, research related policies and external funders.  |
| •  | Establish and organise networking events for staff involved with research administration to share best practice.  |
| •  | Undertake the performance and development reviews for members of the post award team.  |
| •  | Contribute to the development of new and existing research systems and to the development of new monitoring reports for research grants.  |
| •  | Working with the Research Funding Manager develop and deliver training sessions to relevant university staff on post-award procedures.  |