

JOB DESCRIPTION
Knowledge Exchange Claims and Monitoring Manager, Research & Enterprise Services
Vacancy Ref: A804

Job Title:	Knowledge Exchange Claims and Monitoring Manager	Present Grade: 7P
Department/College:	Research & Enterprise Services, Enterprise Team	
Directly responsible to:	Enterprise Team Manager	
Supervisory responsibility for:	KE Support Officer and KE Administrator	
<p>This post will form part of a new team to provide a secretariat function for the new Regional Growth Fund (RGF) Wave Two Growth Hubs (W2GH) project. Lancaster University has been awarded a contract to provide advice and support to 19 cities that have elected to take part in the government’s Wave Two City Deal scheme. This will include providing a secretariat function to the cities, for them to bid into a substantial investment pot managed by Lancaster University.</p> <p>Other contacts Internal: The appointee to the Knowledge Exchange (KE) Claims and Monitoring Manager post will be responsible for the day to day operations of the W2GH secretariat on behalf of Research & Enterprise Services. In particular the role will entail the management of the claims process, monitoring process, record keeping and maintenance of administration systems within the RGF focussed team. The post holder will be reporting to the Enterprise Team Manager who will have overall project management responsibility for the W2GH programme. The post is part funded through the Regional Growth Fund.</p> <p>The post-holder will manage the other members of the team to deliver the teams day to day responsibilities. This will include assistance in the record keeping and maintenance of administration systems for the secretariat role and compiling accurate claims for the Regional Growth Fund project using the Agresso Finance systems and the TS2000 timesheet system. Ongoing monitoring of the spend and output reporting from city partners will also be a important part of the team’s function. The processes and procedures are yet to be developed and implemented and the KE Claims and Monitoring Manager will lead on this with the KE Support Officer. The post holder may also support colleagues in the Project Support Unit with Research and Enterprise Services with their European Regional Development Fund (ERDF) administrative duties.</p> <p>Other internal key contacts:</p> <ul style="list-style-type: none"> • Departmental Finance Officer • Finance Department • Members of the Project Support Unit including: <ul style="list-style-type: none"> ○ Project Support Manager ○ Assistant Knowledge Exchange Manager ○ Quality Manager ○ Other Knowledge Exchange project teams across campus • Other members of the Enterprise Team who deliver an ERDF funded entrepreneurship support project. <p>External:</p> <ul style="list-style-type: none"> • Liaising with the lead administrative contacts for the 20 W2GH cities to ensure the applicants submit appropriate and accurate funding claims to Lancaster University. 		
Major Duties:		
<p>1. To lead on the development and maintenance of appropriate systems for the effective management of the W2GH project.</p>		

2. To manage the team who will be responsible for the collecting and inputting data for the effective monitoring of the W2GH project against contracted financial and output performance targets.
3. To manage the team who will perform monitoring of city applicants to ensure accurate and compliant spend and output evidence collection.
4. To communicate with the W2GH cities and through the compilation of regular updates on administrative matters affecting the project.
5. Working with the team to ensure the maintenance of Research & Enterprise Services project files and records.
6. Working with the team to ensure the compilation of accurate grant claims to funding providers.
7. To assist in any other task that contributes towards the effective administration of the W2GH project or other related KE projects and activities.
8. To undertake any other administrative duties, or training and development, appropriate to the grade of the post as required by the Enterprise Team Manager or Knowledge Exchange Support Manager.