

JOB DESCRIPTION
Team Leader - Research Post-Award
Vacancy Ref: N1503

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| Job Title: Post-award Team Leader | Present Grade: Grade 6 |
| Department/College: Research Services, Research and Enterprise Services | |
| Directly responsible to: Research Support and Systems Manager | |
| Supervisory responsibility for: Post award finance team and research institute administration team (shared with second Team Leader) | |
| 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: <ul style="list-style-type: none"> Jointly coordinate the work of the Post-award and Research Institute Administrators teams 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 research contracts. Monitor research expenses and prepare claims to maximise cost recovery. Provide timely financial and activity monitoring reports for Research Services, faculty and departmental staff. | |
| Key Duties Joint Team Leader Responsibilities <ul style="list-style-type: none"> 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. Provide a senior check, where appropriate, of the team's work to ensure accurate calculations and reporting. Line manage the research institute administration team providing advice and guidance on university procedures and pastoral care. Tasks and direction will be given by the Institute Directors. Oversee the maintenance and review of post-award protocols and procedures to ensure they continue to meet both university and funders' requirements. Contribute to the development of new and existing research systems and to the development of new monitoring reports for research grants and their management at a department, faculty or university level. Provide advice on post-award matters to other members of Research Services including other team leads, contracts and the pre-award teams. Provide training to new and existing staff members as appropriate and mentor team members to ensure a thorough understanding of university financial regulations, research related policies and external funders. Undertake performance and development reviews with a focus on continual professional development. Organise networking events for staff involved with research administration to share best practice. Develop and deliver training sessions to relevant university staff on post-award procedures. | |

Research Financial Management Tasks

- Liaise with, respond to queries and challenge responses received from the funding bodies; when they are open to interpretation ensure clear audit trails with supporting data.
- Liaise with the contracts team and advise on financial details for contracts where necessary.
- Provide advice and guidance and occasional admin support on European framework programme collaborative grants, or other large 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.
- 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 work with credit control to resolve unpaid invoices and claims.
- Process grant and contract acceptances and set up new research projects by updating the financial management system and creating electronic files of auditable quality.
- Reconcile profiled payments received from Research Councils, and balance to individual projects.
- Working closely and liaising with all teams within the central Finance department, including regular contact with Faculty Finance teams, credit control, procurement and accounts payable. Similarly working with colleagues in departments across the university responsible for research grant financial management.

Adhering to Funding Requirements

- 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 and departmental officers on corrective measures as appropriate.
- Provide advice to Principal Investigators and department administrators on matters relating to the terms and conditions of external funded awards.
- Develop and design systems and processes for recording information in the event of an audit.
- Arrange and manage research project audits, liaising with internal and external auditors, ensuring clear audit trails with supporting data.
- Liaise with colleagues in the Finance department to ensure copy invoices/expenses are archived and catalogued to ensure retrieval for claims and audits.