# JOB DESCRIPTION

**Knowledge Exchange Administration Manager**

**Vacancy Ref:** A2286

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Knowledge Exchange Administration Manager</th>
<th><strong>Grade:</strong> 9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/College:</strong> Research &amp; Enterprise Services Division, Enterprise and Innovation Services</td>
<td></td>
</tr>
<tr>
<td><strong>Directly responsible to:</strong> Head of Enterprise and Innovation Services</td>
<td></td>
</tr>
</tbody>
</table>

**Supervisory responsibility for:** Assistant KEAM Claims and Data, Assistant KEAM Compliance and Monitoring, Claims Team (Claims Officers), CAM team (CAM Officer and CAM Assistants), Timesheet and Payroll (T&P Officers).

**Other contacts**

**Internal:** Project Managers of grant funded projects, Project Administrators, Departmental Heads, Finance Dept, HR Dept,

**External:** Government Grant Funding Bodies, area Economic Partnerships, other Universities, Lead Partners (where Lancaster is not the accountable body), private and public sector organisations, Government and European Auditors, ISO9001 and IIP Accreditation Auditors, Trade Unions.

**Major Duties:**

The Knowledge Exchange Administration Manager will be responsible for providing leadership and overseeing the day-to-day operational management of the University’s Knowledge Exchange programme on behalf of Research & Enterprise Services to ensure that they are operated in compliance with the rules and regulations of the relevant funding bodies. In particular, the role will include managing a team of highly specialised staff who will monitor and provide advice and guidance on the management of the University’s European Regional Development Fund (ERDF), European Social Fund (ESF), European Agricultural Fund for Rural Development (EAFRD), Interreg and other small EU funded programmes.

This role contributes to the Research and Engagement pillars of the University’s Strategic Plan including:

- To lead the Project Support Unit to ensure maximisation of grant funding claims whilst managing financial risks associated with project non-compliance and potential negative impact on the funding.
- To manage and influence relationships with internal and external partners. External partners include Government Funding Bodies, Local Economic Partnerships, other Universities, Lead partners (where Lancaster are not the accountable body) private and public sector organisations, Government and European auditors.
- To work with the Quality team to influence ISO9001 and IIP activities towards maintaining accreditations.
- Through the Interreg projects our external partners are from other European countries using English language as the language of European engagement.
- To petition grant funding bodies on any ambiguous guidance that is open to interpretation and influence and negotiate favourable outcomes for the University.
- To facilitate and attend meetings with staff in similar roles across other regional universities ensure high level collaboration with external partners.
- To actively participate in and report on regional meetings with funding bodies and Local Economic Partnerships.
• To influence and facilitate the dissemination of best practice at a high level across various organisations.
• To advise Project Managers/ Department Leads and Faculty Directors in their development and applications for new projects/additional funding by working with them to advise and guide them through the funding application process working towards successful bidding for grant funds.
• To manage the process of applying to the funding body for extensions and reprofiles to spend and outputs throughout the lifetime of the projects.
• Investigate the implications of changes to funding and/or legislation.
• To provide over leadership for PSU and line management responsibilities to the Assistant KEAM roles who in turn will manage their teams.
• To oversee the recruiting of new staff into the Project Support Unit.
• To lead on work with HR partners and Union as required.
• To manage the leave requests ensuring continuous service is provided to stake holders and partners including any request over and above the contracted agreement.
• Responsible for the training needs analysis for staff within PSU and the identification and facilitation of the training.
• To determine the objectives for each section within PSU, receive and analyse reports from theme leads of progress against their objectives on a regular basis e.g. reduction of errors relating to non-compliance of costs within delivery departments reported quarterly after the submission of claims to the funding body and/or lead partners.
• Facilitate a monthly meeting of PSU to ensure complete co-ordination of claim deadlines and to enhance communication within PSU.
• To report quarterly to Finance Department all staff cost and overheads recovered from the grant funding.
• To lead meetings on a quarterly basis with all project managers to report spend against budgets and the impact on funding claims as part of the wider management of the projects which provides an independent overview of projects progress and influences actions to be taken if projects are behind on spend or outputs.
• Undertake duties, training and development appropriate to the grade of the post as required by the the Head of Enterprise and Innovation Services or Director of Research and Enterprise Services.

The post is funded by the European Regional Development Fund.