JOB DESCRIPTION
Research Project Coordinator
Vacancy Reference: N2421

Job Title: Research Project Coordinator
Grade: 5

Department/College: Research Services / School of Computing & Communications (SCC)

Directly responsible to: Research Project Officer
Supervisory responsibility for: None

Other contacts

Internal: Academic staff in SCC, Research and Enterprise Services (RES), departmental and faculty staff, Financial Services, Human Resources (HR), Travel Office, postgraduate students and Student Based Services (SBS).

External: Research funders (e.g. Research Councils, European Commission, Government Departments), other higher education institutions, project partners (e.g. industry partners), Association of Research Managers and Administrators (ARMA), UK Research Office (UKRO).

The Role
The role holder will support the administration of SCC awarded grants (from grant set up to closure), working collaboratively across the division, faculty and with professional services. This includes the planning and coordination of project related activities, monitoring and reporting of expenditure, quality assurance and supporting relationship building with external stakeholders. The role holder will work with the Research Project Officer to ensure a high quality of service to deliver project objectives.

Major Duties

Research Project Administration
To provide day-to-day administrative support to the Research Project Officer and Principal Investigators (PIs) for the management of research projects. This includes support for project communications, arranging project meetings and events, workshops and conferences, and fixed term staff appointments.

Provide advice and guidance to academic and research staff on large collaborative grants including EC H2020, EC MSCA and other high value grants being led by Lancaster.

Assisting PIs with preparation and collation of information for reports including providing project partners with clear guidance on information required and responding to queries.

Keep up to date with changes to funders’ rules and regulations and other HE sector changes that may affect the school’s portfolio of awarded research grants and advise PIs and project partners as appropriate.

Coordinate research funded PhD studentships including: submitting research council funded student details to the council through the Joint Electronic System (JeS); student induction; advising on Lancaster University systems for procurement and travel; payment of student stipends and processing and approving student travel expense claims.

Maintain appropriate and accurate systems for record keeping to agreed divisional standard operating procedures working with relevant templates, internal and external sources.

Maintain effective communication channels and excellent working relationships with project staff both...
internal and external, being the first point of contact for all project queries.

Arrange and service meetings of the relevant project management groups and committees, e.g. SCC Research Committee.

**Financial Administration**

Coordinate and support the financial administration of grants from set up to closure including setting up the grant code, finalising the budget, invoicing, monitoring monthly expenditure, reconciling finished projects and submitting final claims to meet funders’ deadlines.

Financial administration of research projects including: costing and monitoring staff commitments on research projects; identifying invoicing issues and resolving ambiguities; producing financial reports to support the research project officer while ensuring that expenditure follows funders’ regulations.

Purchasing of goods and services using the University’s procurement and travel systems and inducting all research staff on the use of these systems.

Undertake project reviews; analyse financial activity and verify expenditure eligibility.

Liaise with Post-award team leads in providing support on internal and external audits when required to ensure timely and successful audit outcomes.

Provide support to other departmental research staff, contribute to the overall work of the research within the department and other such duties as appropriate to the grade of the post as required.