JOB DESCRIPTION
Vacancy Ref: N2499

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Knowledge Exchange – Compliance and Monitoring</th>
<th>Present Grade:</th>
<th>5</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Project Support Unit (Research &amp; Enterprise Services)</td>
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<td>Directly responsible to:</td>
<td>Assistant KEAM - Compliance and Monitoring Manager</td>
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<td>Supervisory responsibility for:</td>
<td>N/a</td>
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Other contacts

Internal:
- Project Support Unit team members
- Project Managers
- Project Administrators
- Lancaster University Departments e.g. Finance

External:
- Funding Bodies e.g. Ministry for Housing, Communities and Local Government
- Project delivery partners
- Auditors

The post is part funded through European Regional Structural & Investment Funds and Interreg funding.

Major Duties:

1. This post holder will be responsible for supporting the Assistant KEAM - Compliance and Monitoring Manager in ensuring that the University’s Knowledge Exchange programme is operated in compliance with the rules and regulations of the relevant funding bodies and Lancaster University.

2. To assist in the development and maintenance of appropriate systems for the effective management of the University’s Knowledge Exchange portfolio such that the projects are delivered in compliance with the rules and regulations of the funding providers.

3. To support in the monitoring of a portfolio of grant funded projects on campus and with partners to ensure compliance to rules and regulations of the funding bodies. This will include preparation for visits, conducting monitoring visits, and writing up monitoring visits in collaboration with colleagues.

4. To assist in the monitoring for compliance of project partners to the funding body rules and regulations on projects where Lancaster University is the Lead partner or accountable body.

5. To undertake pre claim monitoring of project finance and output evidence in order to maintain accuracy of claims and audit trail.

6. To support the gathering of information/paperwork to comply with funding body and audit requirements.

7. To assist with the process of ensuring all issues are successfully resolved before inclusion in claims in order to mitigate irregularities and inaccuracies.
8. To assist with the communication of management information to the Project Leads, Project Managers and Project Partners.

9. To process Delivery Contracts (‘Beneficiary Proposals’) submitted to the Project Support Unit ready for the review and approval stages.

10. To assist the Compliance and Monitoring Manager with the archiving of project data on an ongoing basis and at the end of each project’s lifetime.

11. To undertake any other administrative duties, or training and development, appropriate to the grade of the post as required by the Knowledge Exchange Administration Manager in accordance with the grading of the post.

**Role Attributes**

**Quality:**

- Proactive engagement and efficient use of PSU quality management systems
- Delivering and encouraging continuous improvement
- Taking ownership of change and encouraging innovation
- Customer focused, creating a service culture within and across teams
- Operational responsibility for the performance of relevant business procedures

**Values:**

- Promoting and defending the organisation’s values and behaviours
- Demonstrating and encouraging inclusivity, trust and rapport in all interactions

**Skills:**

- Proficiency with Microsoft Office Suite
- Organisational Skills
- Comfortable communicating in person, on the phone, email and on-line
- Attention to detail
- Ability to multitask