



JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Research Funding Officer
DIVISION/DEPT/UNIT:	Research Operations Office
RESPONSIBLE TO:	Research Funding Manager
GRADE:	PSP5

THE LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health, with 4,000 students and more than 1,300 staff working in over 100 countries. The School is one of the highest-rated research institutions in the UK, and was recently cited as one of the world's top universities for collaborative research.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice. Founded by Sir Patrick Manson in 1899, the School is now part of the University of London and has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our research funding has grown to over £60 million per annum from national and international sources including the UK government, the European Commission, the Wellcome Trust and the Bill & Melinda Gates Foundation.

The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists. We work with our partners worldwide to support the development of teaching and research capacity, and our alumni work in more than 180 countries.

Further information is available at <http://www.lshtm.ac.uk/aboutus/introducing/index.html>

Improving health worldwide

JOB DESCRIPTION

Job Purpose

The Research Funding Officer supports the efficient management of a portfolio of research and consultancy applications within agreed service levels set down by the Head of Research Operations.

The role holder is responsible for assessing and providing advice on the costing and pricing of standard research applications and will own the electronic submissions for their given portfolio. The role holder will review the Terms and Conditions of funders in liaison with both the Research Office Contract Officers and Research Funding Manager, and will also assist the Research Funding Manager with escalated issues.

Responsibilities

1. Support the Research Funding Manager by managing the administrative processes associated with the research grant lifecycle and proactively promoting good research grant management practice aligned to School policies and procedures
2. Carry out a range of pre-award responsibilities, including:
 - providing advice and assistance on interpreting funders' terms and conditions
 - providing advice and guidance on costing and pricing in line with the School's policies
 - financial assessment of application budgets ensuring they are costed and priced in accordance with TRAC and FEC methodology in parallel with funder's Terms and Conditions and from the perspective of LSHTM.
 - owning all research applications within the given portfolio and actively adding value to the application process.
 - online submission of applications on behalf of the School

The expectation is that the post-holder will advise on a range of funders, including UK, EU and overseas, with a particular specialism in one area.

3. Ensure processes are carried out on a timely basis, accurately and in accordance with the School's policy and funder requirements
4. Take responsibility for the accurate and complete entry of project data into the School's research management systems
5. Proactively identify problems at an early stage and resolve or refer them as appropriate
6. Keep abreast of developments in the external research environment (policy, funders) that will impact on School research administration processes and/or research funding activities
7. Build strong relationships with the Academic and Professional staff within the Faculty, Departments and other school services
8. Provide specialist expertise in major EU, UK or overseas funders of research for ROO
9. Ensure that the School builds and maintains good relationships with key funding bodies through resolving pre-award issues.
10. Participate in relevant internal professional networks and disseminate information to Faculty teams and staff.

11. Proactively provide high quality advice to researchers and administrators on matters relating to grant administration, involving communication both face to face and via phone and email.
12. Work with colleagues across the School to streamline and improve research management processes
13. Contribute to the general work of the research operations team by covering for other members of the team during absences
14. Undertake any other duties as reasonably delegated by the Research Funding Manager
15. Manage own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation
16. Demonstrate the School's values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement

PERSON SPECIFICATION

Qualifications

	The successful candidate should:	Essential/ Desirable	Tested by*
	Hold an undergraduate degree or have equivalent training	Essential	A, I

*** A = application; I = interview; T = test**

Background & Experience

	The successful candidate should have a background in, or experience of:		
	Grant administration/research management (preferably within Higher Education)	Essential	A, I, T
	Working effectively and flexibly as a member of a team	Essential	A, I
	Working in a customer focused environment and meeting customer needs	Essential	A, I
	Communicating information to non-specialists	Essential	A, I, T
	Working independently and proactively	Essential	A, I
	Working with high levels of accuracy and with attention to detail	Essential	A, I, T
	Providing informal guidance	Desirable	A, I

Knowledge

	The successful candidate should have demonstrable knowledge of:		
	The principles and application of Full Economic Costing (FEC) and the Transparent Approach to Research Costing (TRAC)	Essential	A, I, T

Skills & Competencies

	The successful candidate should demonstrate:		
	Proven ability to understand and interpret contract documentation and funder financial terms and conditions	Essential	A, I
	Proven ability to understand, interpret, apply and develop policies and procedures	Essential	A, I
	Excellent oral and written communication skills	Essential	A, I
	The ability to use judgement and initiative to identify and solve problems	Essential	A, I, T
	Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines	Essential	A, I

SALARY AND CONDITIONS OF APPOINTMENT

The post is full-time and permanent. The salary will be on the Professional Support Pathway Grade 5 scale in the range £33,567 to 38,533 per annum (inclusive of London Weighting). The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this, there are discretionary “Director’s Days”. Membership of the Pension Scheme is available. The post is based in London, Keppel Street.

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points