LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

PROFESSIONAL SUPPORT SERVICES DEPARTMENT

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Senior Research Funding Officer
DIVISION/DEPT/UNIT:	Research Operations Office
RESPONSIBLE TO:	Research Funding Manager
GRADE:	**06**

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. 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 in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 70,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2019 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, first in Europe for publishing open access research, and first in Europe and eighth in the world for research impact in sciences (for the proportion of its total publications ranking in the top 10% of most cited research).

In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health. We ranked 27th for medicine in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates.

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

JOB DESCRIPTION

Job Purpose

The Senior 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, particularly complex or large applications, and will own the electronic submissions for their given portfolio. The role holder will review 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. As a senior member of the Research Funding team, the role holder will be expected to mentor and support the Research Funding Officers.

The role holder will also be the primary super user for the Research Costing and Pricing tool (RCP), and will support the Research Funding Manager in maintaining and updating RCP, developing guidance documentation and browser reports and training new users, both internal and external to Research Operations.

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. Contribute to the development of School policy, priorities and agendas by highlighting issues and suggesting improvements

3. 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. Advising on required adjustments to make sure the application is compliant with funder's terms and conditions and school policy.
   - owning all research applications within the given portfolio and actively adding value to the application process.
   - Responsible for online submission of applications on behalf of the School, regardless of value

The post-holder will be expected to advise on a range of funders, and be proficient with UK, EU and overseas funders, enabling them to support the rest of the team with their specialisms.

4. Act as the primary super user for the Research Costing and Pricing tool (RCP), including responsibility for:
   - Annual RCP file maintenance of system rates, including salary scales and inflation
   - Adding new funders to RCP and developing funder schemes
   - resolving user queries.

- Development of Agresso browser reports to support business development needs
- Testing of RCP systems during system upgrades

5. Support the Research Funding Manager with the maintenance, development and implementation of training and guidance related to Research Costing and Pricing, LSHTM's costing tool. This will include use of online systems such as sharepoint and delivering training in various formats including written, audio-visual, online and face-to-face.

6. Ensure processes are carried out on a timely basis, accurately and in accordance with the School's policy and funder requirements

7. Take responsibility for the accurate and complete entry of project data into the School's research management systems

8. Proactively identify and resolve problems at an early stage

9. Act as a point of escalation for more complex queries from other team members, and deputise for the Research Funding Manager on occasion, as required.

10. Propose changes to School policies, procedures and administrative systems relevant to research project administration

11. Provide specialist expertise and knowledge on research administration to members of the Research Funding team and staff in the wider ROO function

12. Keep abreast of developments in the external research environment (policy, funders) that will impact on School research administration processes and/or research funding activities

13. Build strong relationships with the Academic and Professional staff within the Faculty, Departments and other school services.

14. Provide specialist expertise in and knowledge of all major funders of research for the ROO as a whole

15. Ensure that the School builds and maintains good relationships with key funding bodies through resolving pre-award issues.

16. Participate in relevant internal professional networks and disseminate information to Faculty teams and staff.

    Proactively provide high quality advice to researchers, team members and administrators on matters relating to grant administration, involving the communication of complex information and concepts to staff with varying levels of existing understanding.

17. Develop and deliver training to academic and support staff members involved in applications for funding in order to encourage compliance with School procedures and best practice

18. Work with colleagues across the School to streamline and improve research management processes

19. Contribute to the general work of the research operations team by covering for other members of the team during absences

20. Undertake any other duties as reasonably delegated by the Research Funding Manager

21. Manage own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation

22. 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
Hold a relevant financial/accounting qualification	Desirable	A, I

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

Background & Experience

The successful candidate should have a background in, or experience of:		
Complex grant administration/research management within Higher Education	Essential	A, I
Experience of using fEC costing tools such as pFACT, RCP, InfoEd or Worktribe	Essential	A,I
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 complex information to non-specialists and colleagues within research management	Essential	A, I
Working independently and proactively	Essential	A, I
Working with high levels of accuracy and with attention to detail	Essential	A, I
Providing informal and formal guidance and training	Desirable	A, I
Developing written guidelines and/or training materials	Desirable	A, I
Writing / developing material for the web	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

Skills & Competencies

The successful candidate should demonstrate:		
Proven ability to understand and interpret contract documentation and funder financial terms and conditions	Essential	A, I
Strong IT skills with the ability to quickly learn how to use and maintain new systems	Essential	A,I,T
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, initiative and creativity to identify and solve complex problems	Essential	A, I
	Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines	Essential	A, I

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with current UKVI legislation, 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 email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at: https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker