



Roger Williams Institute of Hepatology Foundation for Liver Research

<u>Job Title:</u>	Research Grants and Contracts Manager
<u>Salary range:</u>	£45,280 - £51,156 per annum (including London allowance), depending on experience and skills. We also offer a generous employer pension contribution and access to the Wellbeing resources of our partnership organisation, King's College London
<u>Annual leave</u>	27 days per annum, plus Bank Holidays and Institute closure days

This role is suitable for hybrid working and though advertised as full time we would consider making it a part time for someone with the right experience.

Closing date: 5pm Thursday 16th November 2023

This is an exciting opportunity to join the Institute of Hepatology to deliver efficient and effective grant management and research support. The post holder will work closely with the finance and administration team to support researchers in identifying, securing, and managing external grant income. This will include acting as the key point of contact for all pre- and post-award enquiries, advising on eligibility, funder regulations and timescales, ensuring grant applications are appropriately costed, managing internal approval processes, grant submissions, and post-award grant set-up and reporting. We are seeking experienced candidates with knowledge of the research funding landscape and regulations to support the Institute's researchers with all aspects of the grant lifecycle to ensure those doing science can focus on research.

About us

The Roger Williams Institute of Hepatology (RW-IoH) is a research centre core funded by the Foundation for Liver Research (RCN1134579), working in partnership with King's College London but operating with separate finance and grant management systems. The core costs of the RW-IoH are funded by the Foundation for Liver Research with each group/major project receiving limited core funding each year, and the expectation is that Principal Investigators and project leads apply for external grant funding to expand their programmes and teams. The RW-IoH has facilities for approximately 65 research staff and students in a self-contained building and the research work is divided into 7 core themes. There is considerable work between groups in the RW-IoH, with colleagues at King's College London and King's College Hospital, and with clinical and academic collaborators nationally and internationally. The RW-IoH is a friendly, vibrant and exciting place to work and in 2022 we were awarded an Athena Swan Bronze Award.

About the role

The purpose of this role is to deliver a complete research grant management function, from pre-application costing and advice to post-award management, including project and milestone monitoring and oversight and reporting on the core funding streams. The postholder will report to the Chief Executive of the FLR, as well as to the Director of the RW-IoH.

The post holder will be expected work proactively in developing systems to manage and support successful grant application and management within the RW-IoH, and to establish a constructive working relationship with staff in similar roles in our partner organisation, KCL.

The Research Grants Manager will be responsible for:

- Pre-award research grant and financial administration, supporting our staff in assessing eligibility requirements, and the costing and submission of grant applications; ensuring oversight of financial approval pathways.
- Post-award, proactive involvement in monitoring of projects; including but not limited to attendance at project initiation meetings, maintaining regular project meetings with investigators throughout the lifespan of key projects, management of deadlines, ensuring compliance with funder T&Cs, preparation of accurate monthly financial reports for budget holders, and support for research teams with financial and general administration relating to specific funds.
- Maintaining award information for the Institute as a whole, demonstrating an awareness of research integrity, ethics and open access requirements and proactive referral of concerns to the appropriate teams.
- Drafting and implementing research collaboration agreements with other organisations (using template agreements from the Lambert and Brunswick Toolkits).
- Assisting with the pre and post award administration of the annual Roger Williams Small Grants Scheme of the Foundation for Liver Research. This currently has one call a year with one or two awards being made.
- Assisting with administration of other funding streams within the Roger Williams Legacy Programme

Due to the independent status and relatively small size of the Institute we are seeking someone with a broad knowledge of research grant management. An understanding of research collaboration agreements and intellectual property issues will be a particular advantage. The successful applicant will probably have been working in the higher education sector or have a background in charity funding and management. The postholder will play a key role in the Institute and working as part of a small administrative team should be willing to help when required with tasks that may be outside the normal remit of a research grant administrator/manager. This role would suit someone with a background in research administration seeking to use this as part of a more general administrative/management role. We are looking for someone who wants to work with an energetic and collaborative team, and who wants to feel their work has made a difference at the end of each day.

The role is suitable for hybrid working.

About you

Educated to degree level (or equivalent) or with significant experience in Higher Education or charity environment, the postholder will have experience in research grant management and financial administration, be highly organised with an ability to work under pressure, whilst still maintaining accuracy.

The Research Grants Manager will be a key member of the Administration & Finance Team supporting the Institute and good communication and strong interpersonal skills are essential. The post holder will need to develop a broad perspective, engaging positively and proactively with the Institute's research team and research strategy.

The job would suit someone able to work independently and the role is suitable for hybrid working. The role is offered as full time but we would consider making it a part time for someone with the right experience.

What we offer

The post will be on Band 4 of our salary scale with a starting salary between £45,280 - £51,156 (inclusive). We offer 27 days annual leave plus Bank Holidays. The Foundation has established a Group Personal Pension scheme which staff members are eligible to join on completion of the probationary period of three months. The Foundation will make a minimum employer's contribution of a sum equivalent to 8% of gross annual salary (pro rata) and offers a generous age-related enhanced employer's contribution (maximum sums apply according to employee age) which is calculated based on an employee making a personal contribution. Staff members may choose the level of personal contributions but are not required to make a contribution.

Application Process

Informal enquiries: *Natalie Day, CEO and Head of Administration* n.day@researchinliver.org.uk
020 7255 9832

To apply for this post: please send a 1-page covering letter explaining your background and suitability for our team, together with a detailed CV describing your experience to date and including names and contact details of two referees, one of whom is the current/most recent employer. Send to:

Natalie Day, CEO and Head of Administration n.day@researchinliver.org.uk

Roger Williams Institute of Hepatology, 111 Coldharbour Lane, London SE5 9NT

Quote Job Ref: RS58

Please name any attached documents you send as follows:

<surname, first name, RS58, CV/covering letter>

In the event that you are invited for interview we will contact you by email confirming the arrangements.

Our commitment to Equality, Diversity and Inclusion

The Roger Williams Institute of Hepatology and the Foundation for Liver Research are committed to fostering a safe and welcoming working environment where everyone feels valued.