

University College London
JOB DESCRIPTION

Job Title:	Research Manager
Reference:	1688409
Grade:	UCL Grade 7
Salary:	£34,635-£41,864 per annum (including £3,031 London Allowance)
Department:	London Centre for Nanotechnology (LCN)
Faculty:	MAPS
Location:	Bloomsbury Campus
Context:	Full time – open ended
Reports to:	Line Manager (LM): Departmental Manager
Responsible for:	None (may manage/supervise staff and allocate work to temporary staff during busy periods/for holiday cover)

Main purpose of the job:

The role will specialise in pre- and post- award administration of research and doctoral training grants to ensuring effective research operation procedures in the LCN, and a high quality and timely service to staff and post-graduate research (PGR) students in the department.

Key responsibilities and outcomes:

Research and Training Grant Administration

Pre-award: Manage the department's grant application process and be responsible for:

- Familiarisation with “call documents” to advise academics on eligible costs and deadlines
- Assisting principal investigators in the use of Worktribe for grant applications prior to submission
- Liaising with research partners to obtain approved costings from partner organisations
- Ensuring Worktribe costings are accurate and compliant with eligibility and call criteria
- Ensuring maximum financial recovery for Department for each grant application
- Assisting principal investigator with completing online applications using correct figures (e.g. JE-S; ECAS etc.)
- Ensuring timely submission in liaison with the Research Office

Post-award: Manage the department's portfolio of research and doctoral training grants and contracts, and be responsible for:

- Ensuring that agreements, contracts, accounts, and budgets for new awards are set up quickly and efficiently.
- Processing fee and bursary payments for PGR students
- Reporting PGR student funding on JE-S
- Planning for staffing to allow for a timely start of the grant. This includes:
 - Assisting recruiting managers to ensure that Certificates of Sponsorship are applied for in a timely manner.
 - Processing new starter paperwork in an accurate and timely manner, ensuring UCL payroll deadlines are met.
- Monitoring expenditure against budgets, and alerting principal investigators and LM, as appropriate, of potential under- or over-spends.
- Preparing staff projections for informed decision making
- Monitoring income received through different funding channels
- Advising on eligibility of expenditure and ensuring that incurred costs are in line with grant terms and conditions
- Providing financial data and advice on budgets to principal investigators, research staff, laboratory managers and PGR students.
- Monitoring and processing of staff appointments funded by research awards, such as contract extensions, funding changes, parental leave and resignations.
- Liaising with budget holders to agree extensions or issue end of contract notifications as required in accordance with budgets; undertaking these activities to ensure that all staff are given at least three months' notice as per UCL requirements and without unbudgeted cost to the Department.
- Reconciling project accounts, which may include clearing of commitments, transferring costs in collaboration with the Department's Finance Administrator.
- Advising principal investigators on compliance and identifying ineligible expenditure
- Keeping up to date with sponsors' rules & regulations
- Tracking the submission of timesheets for research finance, ensuring their completeness and correctness
- Managing the Department's filing system and databases for HR records, timesheets and students.

Reporting and Planning

- Keep track of research management information relevant to the department (success rates, number of applications, overhead income, technician funding, departmental financial commitments, grant volume, sponsor statistics etc.)
- Take a leading role in advising on annual research budgets and forecasts and agreeing them with LM and then operating and monitoring the resulting budgets.
- Provide quarterly management information to the Departmental Manager or when requested, such as exception reports on the status of all relevant account codes with sufficient data to allow meaningful decision-making
- Arrange and deliver briefings/inductions/updates to staff on research reporting and compliance (e.g. completion of timesheets, Researchfish returns etc.)

General Finance/ HR Administration

- Investigate and resolve discrepancies and queries arising on research and doctoral training accounts, involving liaison with other UCL departments, outside suppliers and other institutions.
- Manage financial processes associated with UCL deadlines such as month-end and year-end tasks relevant to research awards.
- Liaise regularly with members of Research Administration, Research Funding Unit, Human Resources, Finance Division, Payroll, Registry and sponsors if necessary.
- Advise on HR queries in person, telephone and email.
- Provide cover for colleagues during periods of absence, or assist with peaks in workload in other areas.

PGR Student Administration

- Be the first point of contact for queries from staff and students regarding student bursary payments and advise LCN staff and PGR students about all aspects of research student administration
- Assist with general student welfare, referring students to others as appropriate.
- Liaise with relevant offices elsewhere in UCL, particularly Central Admissions and Student Records Office.
- Be responsible for updating the Departmental student database
- Assist the Departmental Graduate Tutor with PGR student recruitment and data capture of applicants
- Process the payment of student fees and stipends through the student data system and resolve non-payment issues

UCL Information Systems

- Have expertise and experience in MyFinance and Axiom to manage online financial transactions and reporting.
- Use the HR information system to initiate and/or authorise staffing requests
- Have knowledge of Worktribe or similar costing tools
- Have significant knowledge of Portico or similar student information services
- Train other members of the team in using these systems

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

University College London PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

Essential Criteria

Education, Qualifications

Educated to degree standard, or equivalent.

Skills and Abilities

- Good IT literacy and the ability to use the Microsoft Office suite software to an advanced level, e.g. use of financial formulae, lookups and references in Excel, an understanding of relational databases etc.
- A track record of handling large data sets and the ability to organise (electronic) files in a coherent and user-friendly manner.
- Excellent communication skills.
- Excellent interpersonal skills and the ability to liaise with a variety of people, including the ability to relate to staff and students.
- A commitment to customer focus to provide an efficient, professional and effective service to the many users and contacts both internally at all levels of the organisation and externally.
- High level of numeracy, to prepare and co-ordinate accurate financial reports and projections and statistics for a variety of uses.
- Excellent analytical skills including ability to research, analyse and interpret financial information and determine appropriate action.
- Proven consistent ability to meet tight individual and organisational deadlines and to manage own workload through effective prioritising, time management and organisational skills.
- Ability to work under pressure whilst maintaining close attention to detail and accuracy.
- Ability to be discreet and maintain confidentiality when dealing with a variety of staff data.
- Willingness and ability to undertake training and adapt to new systems quickly.

Experience and knowledge

- Extensive experience in administration in a higher education institute
- Knowledge of eligibility criteria of research funding organisations (such as UK and EC Research Councils and UK Charities) and the ability to absorb changes in rules and regulations quickly
- Knowledge of financial processes and regulations associated with HEIs, such as full economic costing (FEC), research sponsor rules, PGR student funding administration
- Knowledge of HR policies, in particular UCL recruitment policies and right to work.

- Proven effective service in a busy office environment and working with senior academics
- Proven experience of providing an effective support for managing a grant portfolio
- Experience with online funding application systems and electronic grant services
- Good working knowledge of student administration systems, such as Portico
- Proven experience of working as a creative and proactive member of a team.

Desirable Criteria

Knowledge, Education, Qualifications and Training

- Knowledge of the Research Excellence Framework Process for collating data relevant to the 2020 submission

Experience

- Experience of leading the implementation of new procedures and processes

London Centre for Nanotechnology

The London Centre for Nanotechnology is an interdisciplinary joint enterprise between University College London and Imperial College London. In bringing together world-class infrastructure and leading nanotechnology research activities, the Centre aims to attain the critical mass to compete with the best facilities abroad. Research programmes are aligned to three key areas, namely Planet Care, Healthcare and Information Technology and exploit core competencies in biomedical, physical and engineering sciences.

The Centre occupies a purpose-built eight storey facility in Gordon Street, Bloomsbury, as well as extensive facilities within different departments at South Kensington. LCN researchers have access to state-of-the-art clean-room, characterisation, fabrication, manipulation and design laboratories. This experimental research is complemented by leading edge modelling, visualisation and theory.

LCN has strong relationships with the broader nanotechnology and commercial communities, and is involved in much major collaboration. As the world's only such facility to be located in the heart of a metropolis, LCN has superb access to corporate, investment and industrial partners. LCN is at the forefront of training in nanotechnology, and has a strong media presence aimed at educating the public and bringing transparency to this emerging science.

About UCL

UCL is one of the world's top universities. Based in the heart of London, it is a modern, outward-looking institution. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today.

UCL's excellence extends across all academic disciplines; from one of Europe's largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for architecture (UCL Bartlett) and fine art (UCL Slade School).

UCL is in practice a university in its own right, although constitutionally a college within the federal University of London. With an annual turnover exceeding £1 billion, it is financially and managerially independent of the University of London.

The UCL community

UCL's staff and former students have included 29 Nobel prizewinners. It is a truly international community: more than one-third of our student body – more than 35,000 strong – come from 150 countries and nearly one-third of staff are from outside the UK.

UCL offers postgraduate research opportunities in all of its subjects, and provides more than 200 undergraduate programmes and more than 400 taught postgraduate programmes. Approximately 54% of the student community is engaged in graduate studies, with about 29% of these graduate students pursuing research degrees.

Quality of UCL's teaching and research

UCL is independently ranked as the most productive research university in Europe (SIR).

It has 983 professors – the highest number of any university in the UK – and the best academic to student ratio of any UK university (*The Times*, 2014), enabling small class sizes and outstanding individual support.

In Research Excellence Framework 2014 (REF2014), UCL was rated the top university in the UK for 'research power' (the overall quality of its submission multiplied by the number of FTE researchers submitted). It was rated top not only in the overall results, but in each of the assessed components: publications and other research outputs; research environment; and research impact. REF2014 confirmed UCL's multidisciplinary research strength, with many leading performances across subject areas ranging from biomedicine, science and engineering and the built environment to laws, social sciences and arts and humanities.

Equality

UCL is proud of its longstanding commitment to equality and to providing a learning, working and social environment in which the rights and dignity of its diverse members are respected.

Some highlights below:

- **Race Charter Mark** - UCL holds a Bronze Race Equality Charter Mark award, recognising UCL's commitment to improving the representation, progression and success of minority ethnic staff and students.
- **Athena SWAN** - UCL holds an institutional Silver **Athena SWAN** award – this recognises our commitment to and impact in addressing gender equality. Departments at UCL are also engaged in the Athena SWAN charter, with 29 departments holding an award; 16 Silver and 13 Bronze.
- **Staff networks** - We have a number of staff networks that run a range of social and development activities, for example **Out@UCL**, **PACT**, **Enable@UCL**, **the race equality staff network**, **Astrea** and **UCL Women**.
- **B-MEntor** – **B-MEntor** is a mentoring scheme for black and minority ethnic staff. The mentoring scheme is a collaborative initiative with a number of London-based universities.
- **Sabbatical Leave following maternity** – UCL provides one term of sabbatical leave without teaching commitments for research-active academics returning from maternity, additional paternity, adoption or long-term carer's leave. This support for returners enables staff to more quickly re-establish their research activity.

Please see our **Equalities and Diversity Strategy 2015-2020** for information on our current priorities.

Location and working environment

Based in Bloomsbury, UCL is a welcoming, inclusive university situated at the heart of one of the world's greatest cities.

UCL's central campus is within easy reach of Euston, Kings Cross and Marylebone mainline stations, the new Eurostar terminal at St. Pancras and the following Underground stations - Euston Square, Warren Street, Goodge Street and Russell Square. Road connections to the M1 and M40 motorways give easy access to the north and west road networks. There are also good public transport links to Heathrow airport.

Application procedure

Further details about the post and the application procedure are available at www.london-nano.com. If you are unable to apply online please contact Denise Ottley at the London Centre for Nanotechnology, d.ottley@ucl.ac.uk or 17-19 Gordon Street, London WC1H 0AH, for advice.