

Job Title: Pre Award & Contracts Officer

Grade: 7

Salary: £39,906 to £46,049 per annum, pro-rata if part-time

Department: Research and Enterprise

Hours/Contract: Full-time or job share, permanent

Job Family: Management and administration

Reference: 13473

Role Purpose

This Pre-Award & Contracts Officer role will deliver a Pre-Award and Contracts support service within the Research & Enterprise Division (RED) and will report to the Pre Award & Contracts Manager. The post holder will ensure the provision of a high quality centrally managed and locally delivered Pre-Award & Contracts support service.

The role will manage a portfolio of applications and grants and provide outstanding specialist research support to University academics including: supporting submission of research applications, advising on funder cost rules and maximising cost recovery from grant applications, accepting awards and negotiating grant agreement terms and conditions, and drafting, reviewing and negotiating agreements with research partners.

Resources Managed

This role reports directly to a Pre Awards & Contracts Manager, and works alongside other colleagues in the same role, and Pre Award & Contracts Coordinators (Grade 5) providing overall research support focusing on each of the University's 4 Colleges.

Main Duties and Responsibilities

- To provide specialist research support and advice to academic staff
- To prepare and submit funding applications, and authorise and submit on behalf of the university research grant applications and tenders to UK public sector, charitable funding bodies, EU and International funders.
- To draft, review, negotiate and execute agreements required for the project, for example collaboration, services, data/material transfer, with emphasis on minimising potential risk to the University on issues such as intellectual property protection and publication rights, whilst maximising return in terms of finance and intellectual freedom.
- To ensure costs and prices meet fEC and University guidelines, that the diverse costing methodologies and terms and conditions of the funders are adhered to and provide interpretation of these as necessary, in order to ensure maximum cost recovery and improve the likelihood of funding.
- To authorise the acceptance of grants on behalf of the University paying attention to terms and conditions attached to such awards, ensuring possible conflicts with University policy are dealt with, before profiling such awards for post award financial administration and University information management reports.





- To carry out due diligence on new funders of research and collaborators as required, minimising potential reputational and financial risk to the University.
- To advise both academic colleagues and post award administrative staff on award or research terms interpretation during the lifetime of research grants, including funding supplements or variations.
- To work closely with the Research Partnership team, RED leadership team and other colleagues in the Division to ensure full support is provided to proposal bids from the College, particularly those bids which require coordination across the University.
- Contribute to training and awareness programmes for all University staff involved in the preparation of research application and where necessary liaise actively with external funding bodies, collaborators and University departments in respect of all of the above to ensure smooth running of research income into the University.
- To gain intelligence and information on funding applications and relevant funding opportunities to provide training and to share with Division colleagues and the research community.

Internal and External Relationships

Internal

- Daily liaison with academic staff submitting proposals, providing responsive and efficient advice and guidance service.
- Regular liaison with Professional Services functions on matters such as procurement, insurance, legal, VAT to ensure successful progression and management of grant submission and contract/collaboration agreement negotiation.
- Liaison with the Post Award team in RED to ensure efficient and effective handover for post award management

External

- Externally with other Universities, NHS Trust and other public sector bodies to agree awards and contracts.
- Regular liaison with external grant funding bodies with respect to more complex grants and when new procedures/terms and systems are released (particularly as related to own area of specialism (see Duties and Responsibilities).

Planning and Organising

- Planning and scheduling own varied workload to ensure large numbers of internal and external deadlines are met, anticipating periods of high activity as necessary.
- Liaising with colleagues across Pre-Award and Contracts to ensure coverage is provided during periods of absence or high demand.
- Organising workload together with colleagues to ensure all aligned to meet external deadline





Qualifications, Knowledge and Experience

Essential

- An undergraduate degree or equivalent*
- Significant experience of administration and management of Research Grant applications and awards in a higher education setting*
- Experience of funder portals and electronic submission systems*
- Experience in interpreting, drafting and negotiating collaboration agreements*
- Knowledge of diverse funder regulations and experience of various costing methodologies used by funders*An understanding of relevant research funding opportunities

Desirable

- A postgraduate research qualification

Skills, Abilities and Competencies

Essential

- Outstanding numeracy skills*
- Ability to communicate complex numerical scenarios
- Capacity and aptitude for analysing and understanding complex terms and conditions and ability to advise clearly and appropriately on their impact*
- Proven IT skills, including use of Microsoft Office Word, Excel, PowerPoint*
- Ability to learn and operate new systems and processes quickly, such as the and the University's project costing package
- Excellent interpersonal and written* communication skills, coupled with the ability to win the confidence of academic staff
- Ability to work effectively and co-operatively as part of a team and take the initiative according to demands
- Flexibility and attention to detail, with the ability to work to tight deadlines and manage conflicting priorities*

Desirable

- Understanding of the principles of creation, ownership protection and exploitation of intellectual property rights within HE sector
- Ability to keep up to date with the ever changing HE research context

****Criteria to be used in shortlisting candidates for interview***





Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

