



## JOB DESCRIPTION

<b>Job Title:</b>	GCRF Support Officer
<b>Department / Unit:</b>	Research & Innovation
<b>Job type</b>	Professional Services
<b>Grade:</b>	RHUL 7
<b>Accountable to:</b>	GCRF Strategy Manager
<b>Purpose of the Post</b>	
<p>This role will work with the GCRF Strategy Manager to support the delivery of the GCRF strategy. The Officer will support the set-up of ODA research focused events, workshops and other supporting activities as required. S/he will also co-ordinate the College's due-diligence and sub-recipient monitoring processes for assessing and managing risk when working with research partners and collaborations in relation to GCRF and ODA compliant research (such as Newton funded research). The post-holder will provide advice and best practice guidance to academic and professional staff when they undertake due diligence assessments that include consideration of financial, ethical and geo-political risks, as well as provide administrative support and monitor compliance.</p> <p>The Officer will have a working knowledge of funder terms and conditions, with a good understanding of GCRF due diligence requirements, and be responsible for overseeing, promoting and reviewing the due-diligence process for research partners and collaborators. They will liaise with Principal Investigators, IP and Contracts team, Research Finance, and other College business areas to coordinate and record risk assessment associated with research partner relationships and recommend appropriate mitigating actions as required.</p> <p>The post-holder will also support the ongoing monitoring and re-evaluation of existing research partner relationships, working closely with a range of stakeholders to ensure risk assessments are regularly reviewed, mitigating actions adjusted as needed, and solutions developed for recording and coordinating multiple types of checks.</p>	
<b>Key Tasks</b>	
<p><b>Tasks</b></p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Due Diligence Coordination and Monitoring</b></li> </ul>	

- a) Coordinate the Research Office's due diligence and sub-recipient monitoring process for research partners and collaborators, proactively supporting the assessment and mitigation of risks at Pre-Award and Award set-up and contracting stages.
- b) Provide advice and guidance to internal stakeholders on the research partner due diligence process, supporting risk assessment decisions and ensuring compliance with funders' terms and conditions.
- c) Support the completion of institutional-level audit and assurance related questionnaires from external funders and research partners in relation to due diligence associated with ODA focused research.
- d) Liaise with Principal Investigators to classify risks at an early stage and develop suitable mitigating actions for managing partner relationships, including the identification of information gaps as part of the due diligence process.
- e) Proactively review relevant submitted proposals and recently awarded projects involving partners and collaborators (e.g. GCRF and other relevant funding streams), consulting with colleagues within the Department to provide risk assessments and mitigation advice.
- f) Liaise with Departments to ensure reviews have been conducted and recorded in line with the due diligence and sub-recipient monitoring process.
- g) Develop and maintain a records management system to track due diligence assessments for internal assurance and funder audit purposes.
- h) Understand complementary due diligence assessments undertaken by different College business areas and develop secure and effective tools to share information to facilitate a cross-College approach to risk assessment, contributing to process improvements and future initiatives as appropriate.
- i) Proactively monitor updates to main funders' policies and changes to relevant College's policies to ensure the due diligence process remains viable and complements existing guidance.

- **Assessment and Assurance**

- a) Oversee the process for continuous assessment of research partners and work with Departments to ensure their partners have the necessary policies and procedures in place to meet their financial, scientific and ethical responsibilities throughout the lifetime of the award, ensuring that appropriate mitigating actions are in place and adapted as necessary to address any changes in circumstances.
- b) Undertake regular data analysis to inform management reporting on assurance and compliance, prepare reports on findings, highlight issues for further investigation and undertake follow up actions.
- c) Support the development and delivery of due diligence and assurance programmes and defined areas of activity, including assessment visits where necessary, as part of the College's assurance function.
- d) Contribute to Departmental wide projects and programmes (or defined areas of projects) to ensure the College can respond effectively to external policy developments and audit recommendations, and to ensure that internal policies and procedures are effective and fit for purpose.

- **Communication and Support**

- a) Maintain and update the College's GCRF website to facilitate communication with internal and external stakeholders.

- b) Provide support for the GCRF Strategy Manager in the delivery of the College's GCRF strategy by supporting the set-up of events, internal competitions and workshops as required.
- c) Provide support as the first point of contact for GCRF related enquiries, responding professionally and forwarding enquiries to other members of the Research & Innovation Department as required.
- d) Act as an advocate to raise awareness of the due diligence process and develop targeted approaches for promoting due diligence assessments across the College.
- e) Work as a member of the Research Services team to develop, maintain and enhance procedures, policies and tools to support the GCRF strategy delivery and due diligence process, ensuring these remain effective and fit for purpose.
- f) Develop training, give presentations and facilitate workshops for various audiences to promote the underlying principles of due diligence assessment and risk management, and to embed the College process.

- **General Duties**

- a) Develop a detailed knowledge of the College's Research Integrity and Ethics related policies, including, including policies on anti-money laundering, bribery, corruption, fraud, tax evasion and conflicts of interest.
- b) Maintain a working knowledge of Government and Funder advice on high-risk countries, Sanctions and Embargos lists, and Foreign and Commonwealth Office travel advice.
- c) Build strong networks with academic and administrative staff regularly working in high-risk environments to inform and develop best practice and share ideas.
- d) Build effective relationships with equivalent roles at peer universities to facilitate knowledge-sharing, best practice and understanding of related approaches and external developments.
- e) Ensure data is up-to-date and held securely in compliance with the General Data Protection Regulation.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.