

## JOB DESCRIPTION

<b>Job title:</b>	Research Project Management Officer
<b>Department / Unit:</b>	Research and Innovation
<b>Job type</b>	Full-Time - Permanent - Professional Services
<b>Grade:</b>	7
<b>Accountable to:</b>	Research Project Team Manager
<b>Accountable for:</b>	n/a
<b>Purpose of the post</b>	
<p>The Research Project Management Officer sits within Research Services (part of Research and Innovation – R&amp;I) and will provide a key supporting role in the overall co-ordination and implementation of the College research strategy by contributing to the implementation, management and reporting of grants in the College. The post will be focused on the provision of support to complex projects funded by major UK, EU and international bodies.</p> <p>The Research Project Management Officer will provide support at the post-award stage for externally funded grants and provides timely and high quality project management support and guidance in the delivery of national and international research grants.</p> <p>This role requires knowledge and understanding of the UK and international research funding landscape, and research funding governance and compliance requirements. They will develop and maintain strong relationships externally (with funders including EU, RCUK and major charities) and internally (with key professional services and academic colleagues) to maximise the benefit of projects and ensure delivery of projects in line with funder and College expectations.</p> <p>Under the direction of the Head of Research Services and the Research Project Team Manager the post holder supports major College funding awards and works with the Research Project Management Team and with colleagues in Finance towards the development and embedding of good post award practice across the College.</p>	
<b>Key tasks</b>	
<p>To project manage complex funded grants post award. This will ordinarily be restricted to projects where support has been costed into the proposal.</p> <ol style="list-style-type: none"> <li>1. Liaison and Networking <ol style="list-style-type: none"> <li>a. Manage the timely compilation of information and documentation from the funders, project partners and affiliated entities, including complex technical, financial and administrative information.</li> <li>b. Identify and execute programmes of activity, and the preparation of documents, seeking approval from project boards etc. where appropriate.</li> </ol> </li> </ol>	

- c. Liaise with project members including academic and commercial leads, ECRs, and with other external parties including associate partners, visiting researchers and representatives from funding bodies.
  - d. Work closely and co-ordinate with College stakeholders including Research Finance and R&I.
- 2. Project Planning and Management
  - a. Maintain project plans, including tracking deliverables, milestones and progress against work packages and Gantt Charts, ensuring conformity with expected deliverables and milestones.
  - b. Lead the management and co-ordination of project plans, Gantt charts, deliverable trackers, risk registers, exploitations plans and financial forecasts between internal and external project partners throughout the lifetime of the awards, leading to the establishment of a project framework, standard operating procedures and processes.
  - c. Track progress of plans and identify and flag variances and issues and risks to the Principal Investigator and project management team.
  - d. Monitor the need for contract amendments and request these, if required, in a timely fashion to minimize delays in project implementation.
- 3. Support for Researchers and Committees
  - a. Provide written and verbal feedback to the, Management Committee and other relevant committees, and provide administrative support to those committees through the timely preparation and distribution of notices, agendas and minutes, and confirmation of venues or virtual arrangements.
  - b. Provide administrative support for project activities
- 4. Resource Distribution
  - a. Oversee resource distribution and expenditure and manage budgets for the project:
    - i. keeping copies of all project invoices/receipts/credit-card transactions (for audit as needed);
    - ii. ensuring that researchers complete timesheets, where required
    - iii. Managing staffing budgets across projects where required
  - b. Liaise with colleagues in Research Finance to resolve any financial queries
  - c. Liaise with Research Finance to resolve financial queries on completion of internal financial reviews
- 5. Recruitment of researchers and procurement of equipment
  - a. Assist the academic leads and project partners in the effective and timely recruitment of research staff, to ensure a timely project start.
  - b. Working with the College procurement team and Technical Operations Managers, to assist the academic leads and project partners in the procurement of equipment.
- 6. Support for project meetings and events
  - a. Provide administrative and project management support to the Principal and Co-Investigators of projects including organisation of management board meetings, workshops and conferences.
  - b. Provide full support and oversight to events, ensuring that all financial, publicity, travel and domestic arrangements are in place.
  - c. Ensure all impact-related and post-event documentation is recorded, archived and accessible as required.
- 7. Reporting and Data analysis
  - a. In liaison with Research Finance, prepare, submit and archive project documentation to funding bodies, including interim and final technical and financial reports, prepared

- to relevant standards including analysis of data and coordinate contributions from partners.
- b. Provide relevant information to Research Finance to enable production of detailed financial statements.
- c. Manage submission of financial statements by partners in a timely fashion.
- d. In liaison with Finance, monitor the financial reporting process, providing support to partner institutions to ensure compliance with the Grant Agreement, and to harmonise the format for reporting resource use across the consortium.

8. Best practice

Ensure best practice is followed in the management and administration of grants (i.e. correct completion of timesheets, appropriate administration of recruitment and financial documentation), and in regard to research governance of those projects, including GDPR, data management, integrity and security, in line with College policies.

### Other duties and expectations

The duties listed above may be varied from time to time as dictated by the changing needs of the College. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

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

### Internal and external relationships

The post holder will be required to work closely with colleagues within R&I and Research Finance

The following list is not exhaustive, but the post holder will also be required to liaise with colleagues in other areas, such as:

- Research funding bodies
- Academics
- External partners
- Marketing & Communications
- Human Resources
- Finance
- IT Services
- Other professional services
- ARMA
- Professional networks

## PERSON SPECIFICATION



Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title: Research Project Management Officer**

**Department: Research and Innovation**

	Essential	Desirable	Tested by
<b>Knowledge, Education, Qualifications and Training</b> Excellent standard of education to degree level or equivalent work experience in a relevant area. Project management related qualification or equivalent experience. Detailed and current knowledge of the research funding landscape (UKRI, EU, Government, Charities and other sponsors).	X  X  X		Application Form Application Form / Interview Application Form / Interview
<b>Skills and/or Abilities</b> Proven ability to work as part of team and support colleagues, as well as a readiness to work on own initiative and act pro-actively. Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy. Excellent organisational skills and proven ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy. Proven ability to use creative problem solving techniques, identify and implement administrative improvements, and innovate and develop processes and policies to improve efficiency and customer satisfaction. Flexibility and proven ability to respond effectively to changing requirements. Excellent IT skills and proven ability to learn new systems and programmes. A high level of numeracy and literacy, and significant experience writing documents such as procedures, reports and papers.	X  X  X  X  X  X	X	Interview Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Test Application Form / Interview / Test
<b>Experience</b> Experience of research submission and support systems e.g. EU portal. Experience of communicating with a range of stakeholders at various levels within an organisation. Experience of establishment of project documentation including project plans, risk registers etc. Experience of servicing committees and event planning and management. Experience of working with researchers and being able to effectively influence them to achieve required outcomes. Experience of complex budget management.	  X  X	X   X X X	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview
<b>Other requirements</b> Ability to travel to external meetings and events	X		Application Form