

Post-Award Research Manager

POSITION OVERVIEW

Location	Remote working and London-based (as per business requirements) Devon House, E1W 1LP
Term	Permanent
FTE	1 FTE
Salary	£40,000 - £45,000 dependent on experience
Benefits	Benefits package including 25 days holiday allowance pro rata (excl. bank holidays), group life assurance, group income protection, pension schemes and private healthcare
Reports to	Director of Research Services
Start	ASAP

The role

Do you have experience of working in University post award research management? Are you looking for a flexible position with the option of remote working (with on-site working when required)?

Northeastern University London (NU London) is expanding its research base and is looking for a knowledgeable and self-sufficient individual to help set up and lead its post award research support function. The role holder will be responsible for the effective management and administration of externally funded grants and contracts. This includes the review and continuous improvement of post award related policies and processes to ensure compliance with post-award requirements of funding bodies, government agencies, and the University. The position will liaise with internal/external partners and stakeholders, develop effective working relationships to support excellent service delivery and work collaboratively with academics, senior leadership, finance, HR, Northeastern University and external funding bodies.

The successful candidate will have experience of post-award support within a university setting, have firsthand knowledge of a portfolio of funders, including Horizon Europe and a range of charities and trusts. Knowledge of innovation funding would be beneficial but not essential.

NU London is not currently eligible to receive UKRI funding and thus this position will initially be focussed on developing best practice and robust procedures to support the University's growth whilst managing our existing, small, grant portfolio and internally funded projects. It's an exciting and unique opportunity to join a newly created team, be part of a growing international network and to set up post-award support processes in collaboration with the Director of Research Services.

About Northeastern and Northeastern London

NU London is the European campus of Northeastern University and the UK's newest University. Northeastern University is a large, top-tier, research intensive (annual grant income \$200m+), Boston-based institution, with campuses across North America and London. Through this network NU expands opportunities for flexible, student-centred learning and collaborative, solutions-focused research. Our world-renowned approach empowers our students, faculty, alumni, and partners to create impact far beyond the confines of discipline, degree, and campus. Our faculty scholars and students work in teams that cross not just disciplines, but also sectors—aligned around solving today's highly interconnected global challenges and focused on transformative impact for humankind.

NU London's campus is situated in St Katharine's Dock, on the banks of the River Thames, next to Tower Bridge, and comprises three faculties in the disciplines of humanities, social sciences and computing, mathematics, engineering and natural sciences. NU London currently has two Northeastern research institutes: Network Science and Experiential AI; and seven interdisciplinary research clusters include: AI and Information Ethics; Social Dynamics and Behaviour; Digital Governance; Globalisation and Deglobalisation; Reimagining HE in the age of AI; Data Science and the Humanities; and Cities Past, Present and Future Founded in 2012 as 'New College of the Humanities', NU London has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, with taught degree awarding powers granted in February 2020. The University currently has over 50 research faculty (150 faculty in total), it will welcome its first PhD students this year, and has ambitions to apply for Research Degree Awarding Powers and submit to the next REF.

Key responsibilities

- Manage post-award research administration to make appropriate and professional arrangements that align with both funding body and University policies and procedures.
- Proactively seek opportunities to streamline handovers, systems and processes to optimise service delivery, including analysis of data from a range of sources to provide insight and understanding of the area.
- Establish and maintain effective working relationships with internal and external stakeholders, including researchers, finance, and funding bodies to support effective post-award management and service delivery.

- Monitor NUL's portfolio of live projects and manage the non-financial aspects of the University's award and contract reporting obligations, including Researchfish.
- Draft and negotiate research and research related contracts, such as collaboration agreements, non-disclosure agreements and data sharing/material transfer agreements, taking into consideration relevant funding terms and conditions.
- Undertake any other reasonable duties within postholder competence as requested by the Director of Research Services.

Qualifications

- Bachelor's degree (essential)

Selection Criteria

- Extensive experience of working in post award research management, including demonstrable ability to correctly interpret funding rules, guidelines and funding agreements (essential)
- Proven experience of managing awards, including navigating portals and meeting reporting requirements from a broad range of funders including UKRI and Horizon Europe (essential)
- Experience of knowledge exchange and/or innovation funding (desirable)
- Understanding of research grant management best practice and UK regulations (essential)
- Proven ability to form productive working relationships with the research community, including researchers, senior management and external organisations (essential)
- An understanding of key contract topics and potential risks, e.g., intellectual property, performance, publication, confidentiality, warranties, liabilities, and indemnities (essential)
- Experience of developing institutional research policies (desirable)
- Excellent numeracy skills (essential)
- Excellent interpersonal and communication skills, both written and oral (essential)
- Excellent time-management and organisational skills (essential)
- Excellent attention to detail (essential)

Application Process

Applications should be made via [this link](#) by **20:00 on 08.October 2023**. Please reference your application to "**POARM0923**". Participation in the equal opportunities section is encouraged, but voluntary.

Please ensure that your application includes a CV and a covering letter. Applicants should address the selection criteria and indicate how their background and expertise align with the job role. You may use bullet points if you wish.

Candidates are welcome to make informal enquiries. Please email Alice Caryer (alice.caryer@nulondon.ac.uk)



Names and contact information of references should be provided through the cover letter. References will only be sought for finalists.

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.