

# Job Description and Person Specification

Last updated: March 2024

## JOB DESCRIPTION

Post title:	<b>Research Awards Manager</b>		
Academic Unit/Service:	National Institute for Health and Care Research Evaluation, Trials and Studies Coordinating Centre (NETSCC)-School of Healthcare Enterprise and Innovation		
Faculty:	Medicine		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	NETSCC Senior Finance Manager		
Posts responsible for:	MSA3 Assistant Finance Manager		
Post base:	Office-based		

<b>Job purpose</b>
To support the work of the National Institute for Health and Care Research Evaluations, Trials and Studies Coordinating Centre (NETSCC) Finance & Contracts Team and work closely with those who fund the National Institute for Health and Care Research (NIHR) programmes, and those who carry out research in order to ensure effective delivery of the finance and contracts service.

Key accountabilities/primary responsibilities	% Time
1. Provide advice on financial and contractual aspects of new funding applications and on-going projects. Ensure adherence to NIHR funding rules and other NIHR guidance. Analyse and comment on financial aspects of project extension requests, budget virement requests and close down plans.	45%
2. Lead and manage on financial assurance for live projects as well as at awards' contract end, managing the workload of the team carrying out the required reviews and acting as subject matter expert.	45%
3. Take responsibility for monitoring and maintaining financial records/reports to meet both Organisational and Department of Health and Social Care requirements, and to support informed decision making.	5%
4. Any other duties as allocated by the line manager following consultation with the post holder.	5%

### Internal and external relationships

#### Internal:

- Finance Colleagues
- Colleagues within the wider Co-ordinating Centre and School of HEI
- NIHR CC Southampton Management Team
- Colleagues in the wider University

#### External

- Colleagues in other NIHR Coordinating Centres
- Department of Health and Social Care and other government departments
- UK and international research funders
- R&D Offices in HEIs, NHS Trusts and other research sponsors in UK and overseas.
- NIHR award holders and their representatives
- Relevant suppliers and external contacts

### Special Requirements

Post holder may be required to undertake planned travel within the UK to attend meetings, events or conferences with occasional overnight stays.

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HND, degree or equivalent relevant qualification in numerate subject</p> <p>Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.</p> <p>Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University and National Institute for Health and Care Research (NIHR).</p> <p>Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University and NIHR.</p>		Application and Interview
Planning and organising	<p>Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.</p> <p>Ability to plan and manage own work schedule to meet challenging and/or conflicting deadlines</p>	Experience of successful project management and or working to deadlines.	Application and interview
Problem solving and initiative	<p>Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.</p> <p>Able to provide expert guidance and advice to colleagues to resolve complex problems.</p>	Effective transfer of key information to senior managers.	Application and interview
Management and teamwork	<p>Able to proactively work with colleagues in other work areas to achieve outcomes.</p> <p>Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.</p> <p>Able to formulate development plans for own staff to meet required skills.</p>	Experience of successfully managing and developing staff.	Application and interview
Communicating and influencing	Able to provide accurate and timely specialist guidance on complex issues.	Generation of new ideas and suggestions for change.	Application and interview

	<p>Able to communicate complex or technical knowledge to a range of stakeholders adapting the approach to meet their needs</p> <p>Able to use influencing and negotiating skills to develop understanding and gain co-operation.</p>		
Other skills and behaviours	<p>Highly numerate.</p> <p>Competent user of Microsoft Office packages, especially Excel and Word.</p> <p>Able to demonstrate alignment with the University's School of Healthcare Enterprise and Innovation, and NIHR's core values in all areas of work, and champion those behaviours</p>		Application and interview
Special Requirements	Flexible approach to work		

## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			