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| Last updated: | March 2025 |

**JOB DESCRIPTION**

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| Post title: | **Head of Research & Enterprise Finance** | | |
| Academic Unit/Service: | Professional Services | | |
| Faculty: | Finance, Planning and Analytics | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 6 |
| Posts responsible to: | Director of Finance, Business Support, Level 7 | | |
| Posts responsible for: | Qualified and part qualified accountancy and specialist and administrative staff | | |
| Post base: | Office-based | | |

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| Job purpose |
| * To design, lead and manage the provision of efficient and effective management information to enable delivery of the University’s Research and Enterprise Strategy which not only supports day to day management but also provide thought provoking insight. * To contribute to ongoing development and attainment of the University’s Research Strategy. * To work with the Vice President (VP), Research & Enterprise; Directors of Research Innovation Services; Faculty Associate Deans of Research/Enterprise(ADR/ADE); Heads of Faculty Finance; and senior University leaders, to provide support and challenge on the targeting of resources and process changes to maximise the contribution made by the research economy.. * To act as the main point of contact for financial research planning, expertise and support across the University’s faculties, including representation at VP-ADR/VP-ADE/Research and Enterprise Executive Group (REEG)/Knowledge Exchange and Enterprise (KEE) Board/Research Pipeline meetings. * To deliver research-based systems and reporting improvements to ensure relevant information is provided in timely and efficient manner to all internal and external stakeholders. * The post holder will be a member of the Finance Leadership Team, contributing to the leadership of the Finance Directorate and will be responsible for the performance of their area. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To deliver clear, efficient and effective costing and operational support for the University’s Research and Enterprise Activities,   * To be responsible for pre-award processes and contract delivery on grants and other awards, including costing and assistance with negotiations. * To set and then monitor appropriate KPIs to ensure that agreed University research & enterprise targets are achieved. * To ensure agreed service levels are met, and that appropriate resource prioritisation is in place. * To ensure appropriate systems and processes are in place to deliver an efficient financial service including effective use of University financial systems and databases, and continuous improvement of Research Management processes and tools. * To chair the Finance Research Forum and provide guidance to the Faculty Finance Teams. * To lead or support internal and external financial audits on research and enterprise as required. | 25% |
|  | To Work with and support the Vice President, Research & Enterprise; Directors of Research Innovation Services; Faculty Associate Deans of Research/Enterprise; Heads of Faculty Finance; and senior University leaders, providing financial expertise across all the financial complexities of research, to drive income generation whilst maintaining tight cost control and efficiencies, ensuring long term financially sustainable activity.   * To contribute to development and implementation of Research & Enterprise Growth Strategies providing strategic qualitative and quantitative input based on university activity and input from the wider finance HE research ecosystem. * To support University and Faculty Finance teams in developing Research & Enterprise Business Plan submissions & regular forecasting. Ownership and development of the University’s strategic research planning tool. * To identify and manage research income risks and opportunities to assist Vice President, Research & Enterprise; Directors of Research Innovation Services; Faculty Associate Deans of Research/Enterprise; Heads of Faculty Finance; and Director of Finance in decision making. * To propose, develop and lead on business change processes which improve customer service levels and efficiencies in the management of research finance * To prepare forecast statements and action/report to Director of Finance on progress to against target and develop recovery options if necessary. * To produce regular management information to a standard format and timetable, and ad-hoc data analysis as set out by the Director of Finance/senior leaders. * To provide Research & Enterprise expertise and support to Faculties as required | 25 % |
|  | Fiduciary role – to guard the University’s finances and assets from misuse or loss.   * To negotiate on behalf of the University including major complex initiatives/dealing with regulatory bodies in regard to the work of their area of responsibility. * To act as an authorised signatory on a number of other types of transactions including research contracts up to £1 million. * To ensure appropriate due diligence is undertaken for all activities and that all tax matters are considered. Ensure any international activity is compliant with local legislation including all tax and social security matters. | 5 % |
|  | To manage and lead the Finance Research Hub including the EU Office Team –25FTE. The Team supports submission of >£650m of research applications to sponsors, setting-up of >£150m of awards and management of ~£10m of research income from European Commission. To provide oversight and line management of some professionally qualified staff; and ensure that arrangements are made for the appropriate personal development and role related training of staff. | 25 % |
|  | To represent Research Finance on University Committees/working parties, assisting on policy formulation and financial advice. To represent the University on national bodies and external committees as required. | 15 % |
| 6 | Any other duties that fall within the purview of the post, as allocated by the Director of Finance - Business Support, following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Departmental and University senior management  Other members of the department/University staff  External customers  Relevant suppliers and external contacts |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree.  Proven experience of managing a research intensive and/or compliance function  Proven experience of managing significant change or process re-engineering.  Proven strategic management skills in a specialist field.  Extensive senior management experience within a highly complex financial environment within a large organisation.  Extensive experience in overseeing complex contract development and negotiations.  Knowledge of Research Governance Framework, Clinical Trials legislation, Human Tissue Act and Data Protection Act preferable? | CCAB qualified accountant with a proven track record in research finance.  Degree or equivalent.  Knowledge of the Higher Education System.  Membership of relevant professional accounting body.  PRINCE2 or similar project management qualification.  Capable of offering general business advice.  Extensive experience of the provision of complex financial expertise and advice to senior management teams. |  |
| Planning and organising | Able to plan and shape the direction of specialist or professional area of activity.  Able to organise major new initiatives, with little or no precedent.  Ability to Project manage complex financial initiatives.  Able to set measurable long, medium and short-term goals.  Substantial experience of organising and prioritising own and teams workloads in order to meet deadlines.  Substantial experience of co-ordinating the collation and validation of data from multiple sources.  Experience of analysing complex regulatory policy information quickly and accurately, and providing robust yet pragmatic solutions  Experience of implementing new policies and processes across a multi-disciplinary organisation |  |  |
| Problem solving and initiative | Able to develop significant new concepts and original ideas within one’s field in response to intractable issues of importance to the University.  Excellent analytical and problem solving skills. |  |  |
| Management and teamwork | Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.  Able to foster positive relationships both within and outside of own department.  Able to proactively work with senior managers across the University to achieve key deliverables. |  |  |
| Communicating and influencing | Able to negotiate effectively on behalf of the department or University on key issues.  Able to develop and lead key communications strategies.  Ability to explain financial concepts in an understandable way to non-finance professionals.  Ability to form effective working relationships with staff of various levels of seniority and disciplines. | Presentations skills.  Experience of providing training. |  |
| Other skills and behaviours |  |  |  |
| Special requirements | . |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| 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. |
| 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.

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| **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 |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## 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) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| 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 |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |