

Job Description and Person Specification

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| Last updated: | January 2024 |

**JOB DESCRIPTION**

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| Post title: | Assistant Research Awards Manager | | |
| Academic Unit/Service: | School of Healthcare Enterprise and Innovation, University of Southampton – NIHR Evaluations, Trials and Studies Coordinating Centre (NETSCC) | | |
| Faculty: | Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | School of Healthcare Innovation and Enterprise Finance/Research Awards Manager | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based | | |

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| Job purpose |
| To support the work of the School of Healthcare Innovation and Enterprise Finance & Contracts Team by assisting with the communication and review of quarterly/annual/final financial reconciliation statements for active and completed projects; raising, reviewing, and approving contracts and contract variations; and the management of the Department of Health and Social Care payment schedules, along with other duties as required. You will work on Global Health/Domestic funded projects and closely with those who carry out research and with other key internal and external stakeholders, in order to ensure effective delivery of the finance and contracts service. |

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| Key accountabilities/primary responsibilities | | % Time |
| 1. | Assist the Finance/Research Awards Manager with all aspects of work with project Quarterly (QSTOX)/Annual Reconciliations (ASTOX), including reviews associated with financial assurance. | 30% |
| 2. | Reviewing and approving of Financial Reconciliation Statements (FSTOX) submitted by projects for all NIHR Research Programmes managed by NETSCC, resolving queries where required and carrying out reviews associated with financial assurance. | 25% |
| 3. | Releasing, monitoring and re-profiling of project payments, resolving queries where  required. Management of the Department of Health and Social Care payments template. | 15% |
| 4. | Raising, reviewing and approving contract and contract variation documentation. | 10% |
| 5. | Provide support and advice to internal and external stakeholders on both general and specialist, but established, financial processes or procedures and related matters. Act as the main contact point for financial reconciliation statements, contracts, contract variations and payment queries. Maximising service quality, efficiency, and continuity, providing helpful, timely and appropriate assistance as required. | 10% |

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| Key accountabilities/primary responsibilities | | % Time |
| 6. | Review approval of applicant organisations. | 5% |
| 7. | Other duties as assigned by senior members of the Finance Team. | 5% |

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| Internal and external relationships |
| Internal & External Relationships: (nature & purpose of relationships)   * Internal: Colleagues at School of Healthcare Innovation and Enterprise. University of Southampton finance. * External: Suppliers, grant holders, Department of Health and Social Care. * The post holder will be expected to work as part of a team, assisting each other with their roles as necessary. |

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| Special Requirements |
| n/a |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job- related training.  Experience of working in office environment.  Confident working with figures.  Proficiency in the use of standard office software. Including Microsoft Office packages, especially Excel and Word. Good use of email systems and databases; good keyboard skills. |  | Application |
| Planning and organising | Work independently to provide a consistent and efficient support service. This will involve working proactively and using initiative to adapt and refine working practices.  Ability to organise and prioritise a busy workload in order to meet deadlines and manage multiple activities. | Ability to adapt and refine own work practices. | Application and interview |
| Problem solving and initiative | The knowledge and ability to understand and rationalise problems, determine actions and follow good practice. | The ability to be a logical thinker with good investigative skills and an inquisitive mind. | Application and interview |
| Management and teamwork | Ability to work independently, as part of a team and with those in other teams.  Able to contribute to team efficiency through sharing information and constructively supporting others. |  | Application and interview |
| Communicating and influencing | Good communication skills.  Capacity to speak and write fluently, concisely and succinctly for a variety of audiences and purposes | Generation of new ideas and suggestions for change. | Application and interview |
| Other Skills and Behaviours | Commitment to working to high standards of accuracy and attention to detail.  Ability to build, develop and maintain positive and supportive working relationships with colleagues.  Demonstrate a commitment to work hard towards the goals of the organisation. |  | Interview |

**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 |  |  |  |