Prifysgol Abertawe
Swansea University

Job Description: Professional Service Positions

College/School:	REIS
Job Title:	Research Support Advisor
Department/Subject:	College of Science
Salary:	Grade 6 £ 25,482.00 (pro-rata)
Hours of work:	21 hours per week
Contract:	Permanent
Location:	This position will be based across both the Bay and Singleton Campus

Introduction	To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology.
Background information	REIS is the University's sector leading professional service adding value and supporting the growth and quality of Swansea University's cultural, social and economic impact through the delivery of excellent and fit for purpose research, engagement and innovation services
Main Purpose of Post	1. Local point of contact for grant development including support to PIs in use of Award Management System (AMS) to create project costings. 2. Work as part of the Hub team to ensure submission of timely and accurate bids. 3. Setting up financial codes for awarded projects 4. The role supports researchers, professional service support staff, other internal professional service units and external research sponsors by providing information on University and sponsor policies and answering any grant specific queries. 5. The post-holder will utilise the University's Award Management System (AMS) to administer and support principal investigators, professional service staff and senior management in the administration of research proposals for the Science Hub. Essential to this role, the post-holder provides validation and verification checks and full approval of research grant applications and contracts on behalf of the University up to a threshold value, and provides checks and first stage approval for applications and contracts above that value, within established service levels set down by the Research Engagement and Innovation Services (REIS). This includes: checking salary calculations, pension and tax costings, equipment and consumables, answering queries, setting up electronic grant files on the AMS document store and liaising with departments and sponsors to ensure that correct paperwork is distributed to the appropriate parties. The post-holder will work with and support other colleagues in the team, including liaising with the central Contracts support staff.
General Duties	**Applications** 1. Check and authorise research grant applications and awards within the agreed service standards set by the Research Engagement and Innovation Services (REIS) and within the sponsors deadlines up to a value of £100K 2. Understand the various budget scenarios and options for various sponsor types **Advisory capacity** 1. First point of contact in the Hub for AMS 2. Provide specific advice and assistance to researchers, PS and senior management on matters relating to applying for external research funding, under the direction of the Research Development Officer

3. General advice and assistance to all academics and professional service staff on any matter related to research contracts being negotiated by central contracts office
4. Interpret the financial elements of research grants and implications of sponsors' terms and conditions. Identify possible options with regard to: virement; use of overheads; available funds, no cost extensions and overspends
5. Build and maintain good working relationships with researchers and sponsors, to strengthen the confidence and reputation of the college research environment, including attending administrative meetings
6. To provide training and support on AMS and the grant application process within the hub

Contracts, Research Grant Awards and Financial Schedules
1. Receive, log and check contracts for negotiation. Assist Contracts Managers during the negotiation phase as required, corresponding with PIs, departments and sponsors
2. Prepare the financial schedule for the contract
3. Process award letters to ensure that they are in line with the application and that satisfy the academic requirements
4. At award stage ensure that these letters are checked before processing the award
5. Ensure that the University's direct research costs are all claimed and that the overheads have generated correctly within the AMS
6. Ensure that deadlines are met to avoid financial exposure

Code Activations
1. Set up and activate awarded projects on the AMS in PCB ensuring that both the department and sponsor details are entered correctly and in a timely fashion
2. Ensure that the data is accurately maintained and that all the necessary administrative procedures are completed to ensure that the contracts are activated
3. Day to day management of AMS
4. In order to guarantee the integrity of the data on the AMS and PCB, sufficient time will need to be dedicated to entering all required data into AMS to ensure that REIS reports are accurate
5. Gather information to provide status reports and assist in the maintenance of an effective workflow
6. Hub document and information management and archiving

General duties
1. To fully engage with the University's Performance Enabling and Welsh language policies
2. To promote equality and diversity in working practices and to maintain positive working relationships.
3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.
4. Any other duties as directed by the Head of College / Department or their nominated representative expected within the grade definition.
5. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. Grades 1-6

Professional Services Values	All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality **We Work Together**

	We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers. **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.
Person Specification	**Essential Criteria:** **Values:** • Demonstrable evidence of taking pride in delivering professional services and solutions • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers • Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience **Qualification:** A level qualifications or equivalent experience. Evidence of good literacy and numeracy skills **Experience:** 1. Experience of data entry of financial data onto a system e.g. a database or similar 2. Evidence of working in an outcome focussed environment with the ability to monitor performance against targets 3. Experience of working in a front line customer facing environment dealing with queries in a professional manner 4. Experience of producing reports – in particular financial reports **Knowledge and Skills:** 1. Evidence of the ability to interpret rules, procedures and regulations and provide advice to others on how they should be applied 2. Excellent communication skills, verbal and written. 3. Strong inter-personal skills, with the ability to develop effective working relationships with all levels of staff. 4. Good organisational and time management skills with ability to prioritise work and work to tight deadlines. 5. Ability to use initiative and work independently and as part of a team. 6. Highly developed IT skills are required as is proficiency in the use of the internet (web browsers, search engines etc.) and standard Microsoft software packages (including Outlook, Word, Excel, Access and PowerPoint), AMS as well as the flexibility and willingness to gain new IT skills for specialist software, where training will be provided as required 7. Excellent attention to detail to ensure accurate and timely information management **Desirable Criteria:** 1. An awareness of funding regulations and budgetary requirements 2. Experience of working in a HEI or similar environment 3. Ability to communicate in Welsh

Additional Information	Informal enquiries: Yvonne Morgan yvonne.morgan@Swansea.ac.uk
	Shortlisting Date: TBC
	Interview Date: TBC