

**University of Glasgow  
Job Description**

Ref No. \_\_\_\_\_

<b>Job Title</b>	Senior Project Coordinator
<b>School / RI / US Department</b>	College of MVLS
<b>College / University Services Division</b>	Research Support Office
<b>Reporting To</b>	College Research Support Manager

**Job Purpose**

To support Principal Investigators across the College with pre- and post-award support, including application support, costing support and post-award project coordination.

To manage a team of Project Coordinators across a number of Research Institutes and Schools, anticipating demand, allocating resources and ensuring the team is able to react quickly and effectively as necessary.

Manage pre-and post- award support for complex/strategic applications & awards, as required, to support the best interests of the College. Maintain an overview of other projects being supported by the Project Coordinators.

To liaise with University Services Research Support Office staff to ensure that effective communication takes place and a seamless research support service is delivered to Principal Investigators.

To provide research administration activities to support the co-ordination of College-wide research management activity and the development of College research strategy.

**Main Duties and Responsibilities**

1. Line Management for a team of Project Coordinators (typically 7) servicing a number of Research Institutes and Schools. Ensure staff are deployed flexibly according to need. Where applicable, working closely with other Senior Project Coordinators to ensure cover can be provided across Research Support Teams as required.

2. Provide specialist pre-and post- award advice and support to Principal Investigators, with direct responsibility for overseeing complex applications involving, for example, multiple partners, international collaboration, commercial sensitivities and regulatory considerations.

This will include application development, risk assessment and mitigation, costing, bid writing support where appropriate, milestone planning and post-award reporting and financial management, liaising with the University Services Research Support Office and other expertise, as required.

3. Develop and maintain strategic relationships with the key funders for the portfolio of Research Institute(s)/Schools, acting as point of contact for the funder and providing expert advice to prospective applicants.

4. Liaise with College research development staff for funding opportunities and University Services Research Support Office regarding funder terms and conditions if required.

5. Coordinate, plan, prioritise and execute application, costing and submission activities for grants and contracts, resulting in robust applications for approval and submission to funders. Seek advice as needed from the University Services Research Support Office, to ensure costings are aligned with funder rules and expectations.

This will include oversight of all applications within the team of Project Coordinators as well as those being managed directly by the post holder.

6. When acting as the Project Coordinator on individual projects:

- Liaise with external partners on behalf of the Principal Investigators to collate required information to support applications and post-award reporting and project management and provide information to Contracts Specialists, where required.
- Progress application outcomes and process awards from funders, sourcing feedback from funders where available and updating system accordingly.
- Provide post-award support including that for ethics applications, portfolio management (where appropriate), financial management and change management and liaise with the University Services Research Support Office to ensure that eligible expenditure is claimed appropriately
- Provide advice and guidance and where applicable, actual bid writing support for funding applications, in line with College strategy (eg. Drafting of Pathways to Impact, Justification of Resources, Data Management Plans).

7. Responsible for ensuring data integrity for the Team portfolio, arranging regular audit and investigating and resolving identified issues.

8. Responsible for the production of audit records for regulatory or funder audits. Working with other support teams within the College and University Services Research Support Office as appropriate to ensure a good inspection outcome and meeting with the inspectors as required.

9. Provide management information and analyse data to inform both day to day decision making and also college research budgeting and strategy, and for input to future College submissions to, for example, the Research Excellence Framework (REF), to College Senior Management.

10. Be actively involved in appropriate cross-college collaborative working to build networks, share best practice, develop web based resources and provide training.

11. Work with relevant college support staff and Principal Investigators to ensure that the College maintains an accurate and complete record of staff publications on Enlighten, staff webpages and other key pages on the website to improve the quality of data for internal (e.g. P&DR) and external (e.g. REF, Research Outcomes System) management purposes as

well as the quality of information for external web audiences including prospective collaborators, funders, PGR students, REF Panel members, etc. Promote an understanding of Open Access and support the process for obtaining open access rights for all possible publications.

12. Oversee the work of the Research Support Office Administrators, providing support and coaching to ensure effective research administration support to Principal Investigators.

13. Contribute to the ongoing development and implementation of systems and procedures to ensure continuous improvement in the performance of the College Research Support Office service. Investigate project specific issues and identify those with wider implications, developing systems, processes and procedures to ensure such issues are resolved.

14. In liaison with college HR, other Senior Project Coordinators (if appropriate) and Principal Investigators, assist in the workforce planning across different bids and awards to maximise the efficient use of research teams and minimise staffing disruption.

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**Knowledge, Qualifications, Skills and Experience**

**Knowledge/Qualifications**

*Essential:*

- Degree or equivalent in a relevant discipline/business area with evidence of continued professional development in an area relevant to the role.
- Knowledge of the Higher Education research environment.
- An understanding of grant application processes including costing and funder guidelines.
- Knowledge and understanding of interrogating and maintaining databases.
- Knowledge and understanding of data integrity and its importance.

*Desirable:*

- PhD or knowledge and experience in a subject relevant to the College.
- Knowledge of the regulatory framework which governs research in a particular College area.

**Skills**

*Essential:*

- Expertise in management of dispersed teams
- Project management – both short-term deadline driven and longer term involving multiple conflicting deadlines and coordination across multiple organisational units.
- Excellent oral and written communication skills with the ability to communicate at all levels.
- Excellent organisational and planning skills and the ability to work to tight deadlines.
- High degree of numeracy.
- Excellent eye for detail and accuracy.
- High level of influencing and negotiating skills.
- Highly developed IT skills, particularly database and excel related.
- Ability to network effectively.
- Ability to exercise initiative and work independently but also as part of a team.
- Ability to work flexibly and adapt to changing environments.
- Ability to interpret complex guidelines and prepare reports and budgets in line with the requirements set out.
- Ability to assess risks and financial implications.

*Desirable:*

## Experience

### *Essential:*

- Experience of successfully supervising staff
- Significant experience of relevant research administration or project management experience in a similar or related role.
- Experience of processing, analysing and presenting data.
- Experience of successfully overseeing the work of staff.
- Experience of preparing costing models and tracking budgets.
- Experience in delivering a customer focused service.
- Experience of working successfully in a complex matrix organisational structure.

### *Desirable:*

- Experience of Higher Education environment and supporting the work of academics.
- Experience of research in academia.
- Experience of providing high quality advice and guidance on research management.

## Dimensions

Income from grants, contracts and commercial activity contributes approximately £160m to the University annually.

The post-holder will work as part of a College team, covering an area of a College, number of Project Coordinators (typically 7) and Principle Investigators in proportion to the volume and complexity of awards.

The College of MVLS is organised into seven Research Institutes, each focused on key strategic research themes. These Institutes bring together internationally renowned experts with a focus on improving the health and quality of life for humans and animals across the globe. Our research generates an annual income from the full spectrum of funders and we also work in partnership with industry and develop strong collaborative alliances through which we realise the potential of our research to deliver impact.

This post-holder will work as part of a team covering around 1/3<sup>rd</sup> of the College, which has over 2000 staff with more than 500 of these being active Principle Investigators. A typical year may see the processing of over 1000 individual grant applications with a potential value of nearly £250m. The appointee will have specialist knowledge of one area of the College to be transferred through team working to other areas.

## Job Features

### Planning and Organising

- Plan and organise own workload and that of a team of typically 5-10 Project Coordinators and supervise the work of Research Administrators, effectively and efficiently meeting any required deadlines.
- Project management – both short-term deadline driven and longer term involving coordination across multiple organisational units.
- Respond in a timely manner to the needs of Principal Investigator's.
- Be proactive, reactive and flexible, working effectively and efficiently unsupervised.
- Ensure that academic staff prepare adequately for and meet the deadlines for funding applications.
- Maintain systems and procedures for major exercises eg REF and ensure their effective co-ordination.
- The role holder must ensure that deadlines for application submissions across the College are met.

### Decision Making

- Judge appropriateness and correctness of funding applications and advise Head of College, Schools and Dean of Research accordingly.
- Decisions required for the management of research-based database systems.
- Advise and direct academic staff on all aspects of funding applications.
- Resolve issues of conflict based on knowledge and experience of funders and their rules
- Inform decisions on costing to maximise the return to the University from funding revenue.
- Assessing risk associated with a proposal, including any regulatory, insurance or commercial sensitivity and ensuring these are mitigated.
- Advise on post-award project management and phasing to minimise the risk of under-utilising available funding.

### **Internal/External Relationships**

The role holder must have frequent interaction with College and University Service staff including:

- The provision of 'cradle to grave' advice and guidance to Principal Investigators.
- The provision of information on all aspects of research to Head of College, Research Institutes, Schools and Dean of Research as and when required.
- Regular communication by e-mail, telephone and in person with College staff of all categories and within University Services.
- Expertise sharing with other Colleges.

The role holder will be required to liaise with a range of external parties, including interaction with research contacts from external organisations, as necessary, eg, funding bodies and other Universities.

### **Problem Solving**

- Deal with research enquiries from both external sources and all categories of College staff and provide appropriate, timely solutions.
- Use initiative and judgement to resolve issues/problems that arise between College staff and University Services concerning all aspects of funding.
- Provide advice to ensure maximum benefit to the College from funding applications.
- Deal with conflict between competing demands of stakeholders.
- Maximise the utilisation of staff and other resources resolving potential conflicts arising from different grants and their phasing.