

## FURTHER PARTICULARS

### The University of Cambridge

The University of Cambridge is one of the world's leading Universities, with an outstanding reputation for academic achievement and research.

Cambridge comprises 31 Colleges and more than 150 departments, faculties, schools and other institutions plus a central administration.

The University Research Office offers expert guidance in securing and administering sponsored research funding for our academics, administrators and sponsors, working together today to enable world class research tomorrow.

The Research Office is organised into School Teams which provide dedicated support to our colleagues in the School Offices, Faculties and Departments. The four School Teams are:

- Arts & Humanities and Humanities & Social Sciences
- Biological Sciences
- Clinical Medicine
- Physical Sciences and Technology

<b>Post</b>	Assistant Director – School of Biological Sciences
<b>Summary of Role</b>	<i>More detailed information is provided under the Role Description</i>
<b>Location</b>	Research Operations Office, 16 Mill Lane
<b>Terms and Conditions</b>	
<b>Salary</b>	£49,539 - £52,556
<b>Grade</b>	Ten
<b>Working pattern</b>	Monday – Friday
<b>Hours of work</b>	37
<b>Limit of tenure</b>	None
<b>Annual leave</b>	33 days + 8 Bank Holidays
<b>Pension</b>	USS

<b>Closing date for applications</b>	24 February 2012
<b>Expected date for interview/selection</b>	15 March 2012
<b>How to apply</b>	<a href="http://www.admin.cam.ac.uk/offices/research/contact/vacancies.aspx">www.admin.cam.ac.uk/offices/research/contact/vacancies.aspx</a>

### **Equal Opportunities Information**

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

### **Information if you have a Disability**

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation.

The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact, Margaret Perry, who is responsible for recruitment to this position, on 01223 333543, by email on [Margaret.perry@admin.cam.ac.uk](mailto:Margaret.perry@admin.cam.ac.uk) or by post to Research Operation Office, 16 Mill Lane, Cambridge CB2 1SB

For additional guidance and information, applicants can contact the HR Business Manager responsible for the department they are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).

### **Further Information**

There is a range of information which you may find helpful on the University's website: [www.cam.ac.uk/jobs/](http://www.cam.ac.uk/jobs/). This includes applying for posts, working at the University, living in Cambridge and details of current vacancies.

**Role Purpose**

The purpose of the role is to provide leadership of the administrative process and the allocated staff to support the research funding needs of the Client area. This involves heading up communication between Research Operations Office and the Schools and constituent departments, academic and administrative staff. Planning delivery of the service. There is a need to ensure that R is delivering services aligned with and in support of the School's strategic aims. In addition responsible for specialist areas across Research Operations Office as a whole.

The Assistant Director is a key source of strategic advice to the School regarding the formulation of research proposals which conform to University requirements and address relevant academic and administrative criteria. A keen awareness of any changes to these requirements, and the implications of these changes, is required. The position provides strategic information, guidance and advice to academic staff and general staff.

**Main Responsibilities**

	<b>Key duties and responsibilities</b>	<b>% time spent/ frequency</b>
1	<b>Strategic support and planning for the client area</b>	
	<ul style="list-style-type: none"> <li>• Agree and decide on the policy, strategy and operational direction of the Research Operations Office in conjunction with the other members of the Senior Management Team</li> <li>• Ensure that the School Team is in the best position to facilitate well targeted research funding applications to UK and overseas funders by proactively identifying the information and other needs of researchers, providing high quality advice, building strong links with academic staff and with Departmental Research Managers, organising and participating in training and information seminars for staff.</li> <li>• Ensure Research Operations Office is delivering support, information and training aligned with and in support of the Schools' strategic aim</li> <li>• Develop a client focused operation and culture in support of School research and research administration activities.</li> <li>• Ensure that the School Team provides proactive and optimal support for the University's performance in key grant funding programs through effective management and coordination of the review, submission and acceptance of grants and post-award compliance oversight in cooperation with departments and other central services. <ul style="list-style-type: none"> <li>• Provide leadership of the administrative processes associated with the research grant lifecycle and proactively promote good research grant management practice aligned to University policies and procedures.</li> <li>• Lead and/or participate in projects across the client areas in support of strategic aims and objectives.</li> </ul> </li> <li>• Input into the development of University policy, school priorities and agendas to assist the School in providing a strategic focus and direction for its Departments and Academics</li> </ul>	20%
2	<b>Operational management</b>	

	<ul style="list-style-type: none"> <li>• Maintain overall responsibility for the administration of applications, contracts, post award and research development in so far as they relate to the School(s).</li> <li>• Within the overall context of the Division, ensure processes are carried out on a timely basis, accurately and in accordance with proper University and sponsor requirements.</li> <li>• Manage, oversee and assume responsibility for the accurate and complete entry of research grants data into the University's research management systems thereby enabling accurate reporting and analysis of the University's research performance.</li> <li>• Ensure that appropriate measures are in place with the aim of identifying problems at an early stage and resolving them informally.</li> <li>• Provide input to internal and external training requirements and ensure dissemination of best practice throughout the Division.</li> <li>• Advise upon policy recommendations and recommendations for changes in University procedures or administrative systems relating to research grants administration</li> <li>• Provide managerial support to the Head of the Research Operations office Director as part of the Senior Management Team including the provision of information, interpretation and advice on performance data</li> </ul>	30%
3	<b>Team leadership and management</b>	
	<ul style="list-style-type: none"> <li>• Encourage all team members to play a positive role in planning, target setting and the strategic development, delivery and evaluation of information and services.</li> <li>• Provide team leadership in detailed, effective operational planning and the development of internal policies and procedures that facilitate quality management, staff development, consistently high quality customer services, and continuous improvement.</li> <li>• Provide leadership, mentorship and support to Team members to develop their skills and expertise in research management.</li> <li>• Manage the staff of the School team to ensure best use of resources in response to School requirements and in consideration of existing in-School resources.</li> <li>• Ensure that effective working relationships are maintained between School teams.</li> <li>• Participate in the management of the Division as a whole to improve the quality and delivery of services to clients.</li> <li>• Act as a mentor to at least one other member of staff outside your own School Team.</li> <li>•</li> <li>• Manage, develop, motivate and inform members of the School team</li> <li>• Monitor individual and team performance and conduct appraisals.</li> </ul>	10%
4	<b>Specialist expertise, knowledge and leadership</b>	

	<ul style="list-style-type: none"> <li>• Provide specialist expertise, knowledge and leadership respect of one or more areas of overall research administration policy or procedures being the 'go to' resource for the Division as a whole.</li> <li>• Input to the development of University policy for all aspects of research administration.</li> <li>• Keep abreast of developments in the external research environment (policy, sponsors) that will impact University research administration processes and/or research funding activities.</li> <li>• Undertake leadership, or co-leadership for, strategic planning projects where requested by the Division.</li> </ul>	20%
<b>5</b>	<b>Business Development</b>	
	<ul style="list-style-type: none"> <li>• Provide specialist expertise, knowledge and leadership respect of one or more major sponsors of research being the 'go to' resource for the Division as a whole.</li> <li>• Provide broad knowledge about the funding environment in which the School(s) operates and 'horizon scanning' for significant developments affecting that. <ul style="list-style-type: none"> <li>•</li> </ul> </li> <li>• Ensure that the University builds and maintains good relationships with key funding bodies through providing quality liaison with the relevant contacts within these bodies. This includes coordinating communication between funding bodies, researchers and departments, ensuring timely reporting to the funding bodies in relation to grant progress and final reports including financial.</li> <li>• Contribute to the development of strategy and policy to strengthen identified research areas and increase income in support of this.</li> <li>• Champion cross-School working and, where required, take the lead on co-ordination of large scale funding initiatives.</li> </ul>	10%
<b>6</b>	<b>Leadership/Communication</b>	
	<ul style="list-style-type: none"> <li>• Deliver training and presentations on the work of the Division to internal and external clients as required.</li> <li>• Head communication between Research Operations Office and the School(s) and its constituent departments, academic and administrative.</li> <li>• Represent on University committees and other groups as required to share best practice and progress shared objectives.</li> <li>• Represent the division/university to external as required to share best practice, eg Brunswick group</li> <li>• Maintain an awareness of, and participation in relevant professional networks eg, ARMA, Brunswick Group, Russell Group</li> <li>• Proactively provide high quality advice to other senior colleagues in research support roles on strategic and case-specific matters relating to grant seeking and grant administration.</li> </ul>	10%

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<b>Person profile</b>	
<b>Essential knowledge, skills and experience required for role</b>	
<b>Education &amp; qualifications</b>	A relevant postgraduate qualification or an undergraduate degree with an equivalent combination of relevant experience, education/training.
<b>Specialist knowledge &amp; skills</b>	Significant successful experience in complex grant administration with demonstrated initiative, planning skills, and excellent organisational ability, ideally within a tertiary institution.
<b>Interpersonal &amp; communication skills</b>	The position requires excellent interpersonal skills to be able to motivate, manage and coordinate, and to lead improvements in a team environment. The position must relate very well to academic staff. Interaction will occur across the University and externally, at all levels, and in cross-functional teams.
<b>Relevant experience</b>	<p>Experience of managing teams</p> <p>The incumbent must understand what constitutes effective grants administration.</p> <p>The position requires high-level understanding of the university's academic and organisation structure, and the major committees, strategic objectives and targets related to research.</p>
<b>Additional Experience</b>	<p>High-level skills and experience in problem-solving are essential. The position is required to resolve a wide range of problems in research grants management and development, requiring mature judgement and the ability to interpret and apply often complex University and granting body policies, procedures and award conditions, and assess the consequences for researchers and the University of various courses of action. Problem-solving will require sound interpretation of relevant University policies and procedures.</p> <p>The individual will be required to use discretion when referring matters to the Director for consideration. Some problems will only be resolved through effective liaison with other units, for example Finance or Human Resources, and may require procedural and system reviews.</p>