

Grants & Contracts Officer



OPPORTUNITY

Where change
gets real.



Reference: 0252-25

Grade: 07

Salary: £30,805 to £36,130 per annum, depending on experience

Contract Type: Fixed-term (12 months)

Basis: Full Time

Job description

Job Purpose:

Working in Research Services as part of a team of 3 Grants and Contracts Officers, you will work closely with both the Strategic Funding Manager for the College of Business and Social Sciences (BSS) and report to the Awards and Contracts Specialist, to aid the development of a portfolio of research grants and contracts in support of the College and University research ambitions. The post will involve building up a comprehensive picture of research interests in the College, targeting funding opportunities appropriately, aiding the development of research proposals through providing advice on rules and funder requirements, working with the finance office on costings, running peer review processes and providing basic contract support. The post will lead on the acceptance of successful awards, and support the negotiation of contracts, liaising with the Awards and Contract Specialist as required, to ensure an efficient and timely transition to the Research Finance team.

This post is line managed by the Awards and Contracts Specialist.

Main Duties/Responsibilities

- ▶ Develop a thorough understanding of research interests in the College of Business and Social Sciences (BSS) and work with Strategic Funding Manager, to target funding opportunities to staff through bulletins and individual contact.
- ▶ Build up a comprehensive and up-to-date knowledge of funding opportunities using ResearchResearch.com, bulletins and funder's websites.
- ▶ Working closely with the Strategic Funding Manager, to contribute to the development of research funding applications, responding to queries regarding eligibility, closing dates and other terms and conditions of grants. Additionally, the post holder will support proposals independently where detailed subject or funder expertise is not required. This might include for example applications for travel and conference funding, small grants, and networking and collaboration.
- ▶ Working with the Research Funding and Development Officer (EU) to provide support research funding applications to the European Commission or international funders including undertaking due diligence on any international partners.
- ▶ To lead on the post award set up of successful awards and to expedite the set-up of these awards with Research Finance. This will include calculating the split of an award amongst partners, notification to other central departments (HR, student admissions), and producing basic award acceptances (e.g., Donation acceptance letters), working in conjunction with the Awards and Contract Specialist on complex awards as required.
- ▶ To support the drafting, reviewing, and progressing of research related contracts under negotiation, arranging signatures from all parties once contract is finalised, recording contracts on university systems.
- ▶ To provide targeted research administrative support in support of research development, for example to run College peer review processes and to contribute to the development

- ▶ of collaborative and strategic proposals (developing and circulating call details, setting up meetings, and mock interview planning).
- ▶ Maintaining electronic copy folders of applications, awards, and contracts, updating the database for applications and new awards (and unsuccessful proposals), and reporting on applications and awards when required.
- ▶ To work pro-actively and creatively across teams in order to achieve University and Research and Enterprise objectives.
- ▶ Work collaboratively with colleagues in the Research Services, the wider Research and Enterprise team, external partners and the Aston community towards achieving the Aston 2030 strategy.
- ▶ To take on any other duties and responsibilities commensurate with the level of the post as requested by the line manager.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Education to degree level or equivalent experience. 	Application form
Experience	<ul style="list-style-type: none"> ▶ A good understanding of research funding in UK Higher Education. ▶ Proven administrative experience, including the ability to set up and manage new processes. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ Excellent verbal and written communication skills. ▶ Excellent organisational and planning skills; including ability to work to competing deadlines, prioritise tasks effectively, co-ordinate meetings and maintain accurate records. ▶ Able to interpret complex project costing data. ▶ Able to read complex documents and pay attention to detail to in order to analyse key features and summarise to others. ▶ A team player, but able to work independently. ▶ Excellent ICT skills, including advanced excel skills and the ability to work with databases. 	Application form and interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Training in contract drafting and negotiation, project management qualification. 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of working in a university environment or a University Research Office or as a researcher. ▶ Experience of working with funding organisations, and specifically an awareness of funding application, assessment, and allocation processes. ▶ Experience of costing projects, and an understanding of the key considerations when costing. ▶ Experience of drafting and negotiating contracts and a knowledge of basic contractual terms. 	Application form and interview
Aptitude and Skills	<ul style="list-style-type: none"> ▶ Experience of using ResearchResearch.com 	Interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Kevin O'Reilly

Job Title: Awards And Contracts Specialist

Email: k.d.oreilly@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its

Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.
Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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