

External Projects Officer



ROLE DESCRIPTION

GRADE

Grade 5

LOCATION

Sighthill, Merchiston,
Craiglockhart Edinburgh

LINE MANAGER

External Projects
Manager

ROLE SUMMARY

The External Project Officer will contribute to the delivery of the University's Research and Innovation Strategy and Corporate Plan by:

- Ensuring accurate recording of bid submissions, supporting evidence and award details in Worktribe to evidence regulatory compliance and correct reporting;
- Monitoring and reporting spend against budget ensuring accounting system is properly maintained with project transactions and performance is reported to stakeholders in a timely and accurate manner;
- Ensuring all financial claims and statements are prepared and submitted to the relevant funding bodies in accordance with their terms. The role holder will be the main point of contact for all EU and Research related audits and provide supporting evidence to meet all audit requirements.
- Supporting the development of commercial and enterprise funding opportunities, including creation of consultancy and CPD agreements, supporting administration of CPD and Short Courses, financial due diligence, and costing and pricing of projects using University approved tools;

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

MAIN DUTIES AND RESPONSIBILITIES

- On successful award, take responsibility for undertaking financial checks to ensure that funding awards reconcile to original application, and where differences arise, ensure a revised costing model is completed.
- Throughout the research, commercial or enterprise project duration, proactively work with schools to ensure all costs are assigned accurately to projects, including preparing financial journals timeously; keeping the accounting system up to date and ensuring timesheets are recorded where appropriate.
- Meet regularly with PI's, to review and monitor project balances, provide financial reports of actual spend against budget, and include projections of research and commercial funded projects for accurate planning;
- Responsible for the timeous preparation and submission of periodic financial claims and statements to various funders such as Horizon Europe, Innovate UK, Scottish Government bodies and Charities etc. and ensuring they reconcile with the accounting system.
- Be the main point of contact for all external EU and Research related audits and provide supporting evidence to meet all audit requirements.
- Maintain an up-to-date and comprehensive knowledge of research funding regulations and actively monitor compliance with regulations and guidelines, including providing relevant advice to academics on their implementation.
- Support the RIE business relationship and enterprise teams with the development of commercial funding opportunities, including creation of consultancy and CPD contracts, financial due diligence, costing and pricing using Worktribe, and all other relevant University policies.
- Responsible for supporting the schools with any administration relating to externally funded CPD and Short Courses.
- Ensure all commercial and enterprise bid submissions, supporting evidence, contracts and any award details are correctly recorded in Worktribe to demonstrate compliance with Subsidy Control and allow for accurate reporting both internally and externally.
- Demonstrate the University's values and behaviours and contribute actively to the development of an environment where colleagues feel proud, confident, challenged and supported; acting with respect and integrity at all times.
- Responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.
- Engage fully in any training and staff development identified as being appropriate for the post-holder (though PDR), to ensure ongoing professional and personal development
- Any other relevant duties in discussion with the External Project Manager or Head of Research Funding and Services
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION / QUALIFICATIONS		
• An undergraduate degree or an equivalent level of knowledge gained through experience in a similar role.	✓	
• Higher degree or professional accreditation in a relevant field.		✓
SKILLS / EXPERIENCE		
• Previous research or commercial administration including project finance costing.	✓	
• Populating and interrogating research information management databases.	✓	
• Financial systems and preparing budgetary and other financial reports.	✓	
• Experience of Agresso accounting system, or equivalent	✓	
• Knowledge & understanding of research and Commercial project finances.	✓	
• Knowledge & understanding of creating contracts to capture project activities.	✓	
• Excellent networking and negotiating skills	✓	
• Highly developed written and oral communication skills	✓	
• Excellent IT skills across a standard range of office software	✓	
• A motivated individual with completer-finisher attributes	✓	
• Ability both to work in teams and independently	✓	
• Ability to work within pre-determined guidelines and frameworks	✓	
• Experience of operating between academia and business		✓
• Excellent drafting and editing skills		✓
• A robust and resilient individual able to work under pressure		✓
• An adaptable and flexible individual who copes well with change		✓



ESSENTIAL

DESIRABLE

- A commitment to research and innovation and developing the University's academic reputation.

