

Job statement

Grants Manager			
Salary band	Manager	Salary	£37,603- £40,641 p.a.
Department	Biomedical Grants and Policy	Work location	41 Portland Place, London. During the pandemic we are working remotely.
Reports to	Head of Grants	Direct reports	Grants Officer
Contract	Full time FTC-1 year	Last updated	June 2021

The role

As a key member of the Academy's close-knit careers team, the Grant Manager will lead on delivery of a sub-set of our UK and international grants portfolio to support our key strategic objectives 'promoting excellence and developing talented researchers. Working in a small team gives you the opportunity to develop line management skills, set and manage your budgets and be directly involved in securing funding for our schemes. You will keep abreast of developments in UK medical research funding policies and the wider career policy context to ensure that the Academy's grants schemes remain innovative, attractive and fit for purpose. You will also work with our international policy team to help develop and deliver any international grant programmes within your portfolio. Working closely across Academy teams, you will work to ensure the delivery of a coherent portfolio of support activities for UK and international researchers including the organisation of events for our award holders. The Academy is an outward-facing organisation and as a Grant Manager you will have many opportunities to engage with a range of stakeholders, including Fellows and senior academics, HEI staff, our funding partners, professional organisations and researchers.

Key Responsibilities and Tasks

- To manage a subset of our portfolio of UK and/or international grant schemes, maintaining and developing robust operational processes, including the continued development and implementation of our online grant management system. You will ensure that the high standards and prestige of the Academy are maintained in all grants processes and contractual requirements are met.
- To line manage the Grants Officer(s) and oversee their development. The Grants Manager will support the Grants Officers to administer the portfolio of grants programmes, including the promotion of schemes, eligibility check of applications, organisation of the peer review of eligible

applications, convening and working with selection panels, including preparation of committee papers, reports and financial information, awarding of the grants and their continued management - including monitoring grant progress through Researchfish or other reporting mechanisms, preparation of feedback to unsuccessful applications, and the prompt response to queries from potential applicants, awardees and unsuccessful applicants.

- To develop and oversee meetings and celebrations for award holders, including regular inductions, training workshops and scientific meetings.
- To develop and maintain the budgets for the portfolio of grant programmes, in line with internal management systems, including regular forecasting and monitoring of expenditure. The Grants Manager will work closely with the finance department.
- To research national and international developments in grant-making and explore how the Academy's schemes align with other emerging initiatives and ensure the Academy implements best practice and brief senior management on findings.
- To establish contacts and liaise with a range of stakeholders, including Higher Education Institutions, funding agencies, delivery partners, other professional bodies and young researchers, in order to ensure the programmes are responsive to continued developments in training and career pathways.
- To produce high quality reports, both internally and for our external funding partners including papers for Council, Officers and other Academy meetings as required.
- To draft funding proposals, in collaboration with the Heads of Grants and Programmes, for existing and potential new schemes and develop and implement new grants schemes and all associated processes and documentation, as required.
- To develop and implement evaluation mechanisms to monitor the success of our grants programmes, including management of our Researchfish monitoring platform and external contractors.
- To liaise with the Academy's Communications and Policy teams to ensure the grant programmes relate to the Academy's wider strategy and to raise the profile of our schemes.
- To produce and refresh guidance and support materials for the programmes, including printed publications and reports, e-mails and content for the Academy's website.
- To undertake all other *ad hoc* duties that can be reasonably expected of this post.

Key liaisons

Head of Grants, Head of Programmes, Director of Biomedical Grants and Policy, Grants Officer, Biomedical Grants and Careers Policy Team, Head of International Policy, International Policy Manager, Executive Director, Director of Finance & Resources and Finance team, Director of Communications and

Communications team, Honorary Officers, Council members, Fellows and Advisory Committee members.

Person Specification

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Science degree or equivalent	✓		AF
2	Higher degree in relevant discipline		✓	AF
3	Commitment to the goals of the Academy	✓		AF & I
4	Sound understanding of the UK academic environment	✓		AF & I
5	Knowledge of the UK grant management process	✓		AF & I
	SKILLS			
6	Excellent interpersonal & communication skills (verbal & written)	✓		AF & I
7	Confident and friendly manner	✓		AF & I
8	Excellent organisational skills	✓		AF & I
9	Highly numerate	✓		AF & I
10	Confident team player	✓		AF & I
11	Analytical thinker	✓		AF & I
12	Meticulous attention to detail	✓		AF & I
13	First class IT skills	✓		AF & I
	EXPERIENCE			
14	Delivering grants programmes/schemes	✓		AF & I
15	Scoping and developing new programmes/schemes		✓	AF & I
16	Managing databases and utilizing online platforms	✓		AF & I
17	Managing a budget		✓	AF & I

18	Managing contracts		✓	AF & I
19	Line management		✓	AF & I
20	Working with stakeholders and academics at a senior level	✓		AF & I
21	Dealing with a wide range of external organisations		✓	AF & I
22	Working in a team	✓		AF & I
23	Working in an office environment	✓		AF & I
24	Producing high quality reports and printed material	✓		AF & I
25	Producing high quality proposals		✓	AF & I
26	Developing funding proposals and securing external funds		✓	AF & I
27	Planning and running events		✓	AF & I
CIRCUMSTANCES				
28	Able to work full-time	✓		I
29	Able to be flexible about working hours on occasions	✓		I
30	Able to travel in the UK and internationally	✓		I
		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I - Interview AF - Application form
COMPETENCES				
31	<p>Focussed Achievement, Initiative & Drive.</p> <ul style="list-style-type: none"> • Develops and implements new ideas, solutions, processes and practices that impact positively on the Academy • Encourages others to focus sustained effort and energy to deliver objectives and activity plans • Sets clear deadlines & objectives for others and communicates who is doing what by when • Actively contributes to the setting of budgets and controls costs to remain within agreed budget 	✓		AF & I

32	<p>Decision Making/Judgement Making.</p> <ul style="list-style-type: none"> • Consults with stakeholders where relevant to make informed decisions • Systematically reconciles conflicting pressures into consistent and intelligent plans and decisions • Clarifies and communicates when decisions need to be made and by whom 	✓		AF & I
33	<p>Communicating & influencing effectively and professionally.</p> <ul style="list-style-type: none"> • Communicates with confidence using a range of methods to influence others • Presents clear succinct, well-balanced information orally and in writing • Listens to the views and opinions of others and takes appropriate action • Confident in representing and promoting the image of the team and the Academy in internal and/or external arenas 	✓		AF & I
34	<p>Working Together & Developing Relationships</p> <ul style="list-style-type: none"> • Builds and maintains positive relationships with others, in order to gain co-operation, overcome objections and progress objectives • Plays an active role within own or nominated teams and encourages others to participate, builds on and supports their contribution • Takes account of the impact of own actions and decisions on other areas 	✓		AF & I
35	<p>Personal effectiveness and self-development</p> <ul style="list-style-type: none"> • Monitors own performance to ensure targets are met • Deals confidently with individuals and groups at all levels within the Academy • Demonstrates an openness to learning, developing own skills and knowledge by taking on new projects 	✓		AF & I

36	<p>Leadership & people management</p> <ul style="list-style-type: none"> • Ensures that team members understand their role and provides them with a SMART set of objectives • Demonstrates the ability to motivate staff to achieve short and medium goals by setting realistic expectations, delegating tasks effectively and monitoring performance • Builds a culture of giving & receiving constructive feedback & takes time to recognise the achievements of others • Is approachable and invests time to provide support and training for team members 	✓		AF & I
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