

Job statement

Grants Officer			
Salary band	Officer	Salary	£27,415 - £29,114
Department	Biomedical Grants and Policy	Work location	41 Portland Place, London
Reports to	Grants Manager	Direct reports	None
Contract	12 month, fixed term contract	Last updated	August 2021

The role

The Grants Officer will be a member of the Biomedical Grants and Policy Team. You will report to the Grants Manager and work with the Manager to administer a sub-set of the Academy's grants schemes and activities. You will act as a key point of contact for external liaison relating to the schemes. Working together as a team with the other Grants Officers and the careers group, you will also help to develop and deliver events for Academy grant holders, as well as contribute to the Academy's wider portfolio of work.

This is a full time, permanent role.

Key tasks and responsibilities

The responsibilities of the post will include:

- Administering a sub-set of the Academy's grant schemes:
 - Processing applications, determining eligibility and coordinating peer review of eligible applications.
 - Convening and supporting the awarding panel, including preparation of committee papers, reports and financial information, as well as preparing feedback to applicants.
 - Managing the new grants once awarded, along with the Academy's existing portfolio of grants.
 - Supporting the monitoring of awards and evaluation of grants schemes.
 - Analysing data and preparing papers, presentations and reports to demonstrate the impact of our schemes for internal and external use.
 - Developing and maintaining working relationships with scheme funders.
 - Maintaining accurate and up to date data on grants.
 - Researching and reporting on initiatives being undertaken by other UK funders.
- Liaising with stakeholders:
 - Working with the Academy's Fellowship, in their roles as peer reviewers, selection panel Chairs, honorary Officers and members of Council.

- Acting as a key external point of contact for the Academy's grants schemes, such as by providing advice to applicants and awardees.
 - Working with other Academy staff, particularly the rest of the Biomedical Grants and Policy team and supporting the other Grants Officers in the delivery of their schemes, as required.
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- Supporting the development and delivery of new grant schemes, when appropriate.
 - Supporting the development and delivery of events for Academy grant holders, for example induction and scientific meetings for grant holders.
 - Contributing to the Academy's wider portfolio of work, including drafting and providing data for papers for the Academy's governing committees.
 - Acting as line-manager or project manager for one of the Academy's interns, on a rotation basis and when the opportunity arises.
 - Performing any other duties that might be reasonably expected, and which are commensurate with this level of post.

Key liaisons

Grants Managers, Grants Officers, Head of Grants, Programmes Officers, Programmes Managers, Head of Programmes, Director of Biomedical Grants and Policy, Biomedical Grants and Policy Team, 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 T - Task
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Educated to first degree level	✓		AF
2	Degree in biomedical sciences or equivalent		✓	AF
3	Previous relevant experience which can be demonstrated either by preceding role(s) within an office setting, research environment or higher degree in a relevant subject	✓		AF
4	Understanding of the medical research or academic environment	✓		AF & I
5	Understanding of the work and strategic goals of the Academy	✓		AF & I
	SKILLS THAT SHOULD BE DEMONSTRATED IN THE APPLICATION PROCESS			
6	Excellent interpersonal & effective communication skills (verbal & written)	✓		AF & I & T
7	Excellent organisational skills	✓		AF & I
8	Confident using Excel or other databases to manage high volumes of data	✓		AF & I
9	Experience working within a team to meet a shared goal	✓		AF & I
10	Analytical thinker	✓		AF & I
11	Meticulous attention to detail	✓		AF & I & T
12	Excellent IT skills	✓		AF & I & T
	EXPERIENCE			

13	Working in a team	✓		AF & I
14	Dealing with external organisations/stakeholders	✓		AF & I
15	Developing and delivering grant schemes, events or related activities		✓	AF & I
CIRCUMSTANCES				
16	Able to be flexible about working hours on occasions	✓		I
17	Able to travel within the UK, with occasional overnight stays	✓		I
COMPETENCIES THAT SHOULD BE DEMONSTRATED				
18	<p>Focused Achievement, Initiative & Drive.</p> <ul style="list-style-type: none"> Plans own work to ensure maximum effectiveness & prioritises to ensure urgent and important tasks are completed within deadlines Demonstrates flexibility when required, in order to meet objectives Participates in discussions confidently making appropriate contributions where appropriate 	✓		AF & I
19	<p>Decision Making/Judgement Making.</p> <ul style="list-style-type: none"> Takes responsibility for making effective plans and decisions directly related to own work and is aware of the possible impact on others Understands when to maintain confidentiality 	✓		AF & I
20	<p>Communicating & influencing effectively and professionally.</p> <ul style="list-style-type: none"> Is confident and clear in oral communications Writes timely comprehensive and clear reports Considers the differing needs of others and adapts communication style accordingly 	✓		AF & I
21	<p>Working Together & Developing Relationships</p> <ul style="list-style-type: none"> Networks effectively with stakeholders internally and externally Maintains constructive relationships with others even in difficult situations Respects the values, diverse views and experiences of others 	✓		AF & I

22	Personal effectiveness and self-development <ul style="list-style-type: none">• Actively seeks guidance and constructive feedback to improve own skills and performance• Shows a committed attitude in approach to work and takes personal responsibility for delivering on targets and objectives	✓		AF & I
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