

Job Statement

Head of Grants Assurance			
Salary band	Head	Salary	From £57,349 + benefits
Department	Biomedical Grants and Policy (Careers)	Work location	Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London
Reports to	Assistant Director-Grants	Direct reports	Monitoring and Evaluation Manager
Role duration	12 month fixed-term contract, with possibility of extension	Last updated	09/03/2023

About the Academy

The Academy of Medical Sciences is the independent, expert voice of biomedical and health research in the UK.

Our vision is good health for all supported by the best research and evidence.

Our mission is to help create an open and progressive research sector to improve the health of people everywhere.

- We support researchers with innovative funding and career development opportunities.
- We help create a more sustainable environment for delivering outstanding research.
- We help researchers to work with academia, the public, charities, policy makers, health and social care partners, and industry to make the greatest difference to health.

Our new strategy for 2022-2032 focusses on the following strategic priorities.

1. Influence policy and practice to improve the lives of patients, the public and communities
2. Support UK biomedical and health research to strengthen its global competitiveness and reputation
3. Support the next generation of researchers to reach their full potential
4. Work with our partners to increase the Academy's impact on global health
5. Build our resources to ensure our long-term independence and effectiveness

[You can read more about our strategy 2022-2032 here](#)

Working at the Academy

A welcome from our President, Professor Dame Anne Johnson

The COVID-19 pandemic was without a doubt a defining moment for the Academy. It is for times like this that the Academy was created – and we will be needed more than ever in the coming years to respond effectively to post-pandemic opportunities.

The staff at the Academy excel at bringing together diverse voices to solve complex problems. It is through this approach that we can help find solutions such as limiting the health impacts of climate change, harnessing artificial intelligence to improve health and reducing health inequalities.

With science at the forefront of the UK's aspirations to improve health, international reputation and economy, there couldn't be a better time to join the dedicated staff team working at the Academy.

Our staff

We have grown rapidly in recent years and continue to expand our team and the work they do. We currently have a staff of 70 people, all are guided by the following values:

- We strive for excellence
- We act on evidence
- We behave with integrity
- We collaborate widely
- We are inclusive and actively seek diversity in all forms

We support our staff to be agile, kind and resilient in everything they do.

Our talented and committed staff team who embody our values are one of our key strengths. We put physical and mental wellbeing at the heart of our organisational culture and the way we work.

What you can expect working with us

We are committed to working towards full equality of opportunity in our own organisation, practices and activities, and in the wider academic workforce. [You can see more information on our EDI values, principles, and behaviours here.](#)

We want to ensure diversity of thought and experience in all we do and for our staff to be able to bring every part of themselves to work. We actively encourage and welcome applicants from all backgrounds to help us engage with the diverse community we serve.

We will happily make reasonable adjustments for applicants as needed. Please do specify these at the time of applying. We welcome discussion of different working arrangements and locations with any successful applicant.

Our staff culture is shaped by the message of our [MedSciLife](#) campaign which states that a life outside work is not an extra, but an integral part of who we are. We encourage different working styles and practices to enable passions and achievements outside work to support individuals' careers.

To enable all staff to find a working pattern that best suits them and the needs of their role, we have agile working principles in place and are investing in hybrid and digital technologies. For those who want it, we provide daily access to desks in our London office Monday to Friday. To support connections in the office, our onsite venue team regularly provide free lunches for staff in our lounge and hot drinks are available in our small staff café.

The role

The Head of Grants Assurance will join a dynamic team overseeing a portfolio of innovative research grants and career development support programmes, informed by our policy work on research training and careers. This is an exciting period of potential growth in our activities both within the UK and internationally, enabling us to support a greater diversity of talented researchers.

The Head of Grants Assurance will be responsible for ensuring that all of the Academy's processes and digital platforms that underpin our grant schemes are robust and ensure that our grant-making activities can be delivered to the standards expected, maintaining good practice and standardisation. They will also lead on the monitoring, internal and external reporting and evaluation of the Academy's grants and career development support programmes, as well as being responsible for our grant assurance processes.

The role will oversee a range of systems, including the management of our grant management system (FlexiGrant) and our grant reporting system (ResearchFish). It will also present an opportunity to commission external providers, e.g. independent evaluators and lead on due diligence and contracting for these activities. Working with our Data Controller and legal advisors to ensure GDPR compliance will be key, as will working with our Finance Team on financial aspects of delivering the operational and assurance aspects of our grant making activities.

We're looking for someone with the skills and knowledge to develop our grant processes and evaluation approach to enable the Academy to work more efficiently and effectively to ultimately make a real impact in improving the health of people everywhere.

This is a great opportunity to be at the heart of the Academy as it goes through a period of ambitious strategic transformation to implement our new 10-year strategic plan.

About you

In this role you will need to establish a good working relationship with colleagues across the Academy and external delivery and funding partners and stakeholders, including charities, the other National Academies, government departments, research councils and others.

You will work closely with members of the wider Careers Team, this includes the Director of Biomedical Grants and Policy, the Assistant Director-Grants, Head of Grant Schemes and the Head of Programmes,. Other internal key colleagues will be the Head of Finance, the Data Controller and Senior Business Improvement Manager. You will also be part of the wider Leadership Team across the Academy, which includes Head and Director roles. In terms of line management responsibility, you will oversee the Grants Monitoring and Evaluation Manager. You will directly report to the Assistant Director-Grants.

Key accountabilities

- Ensuring that there is an appropriate application process in place for the delivery of our grant schemes, which follows best practice, including the development of appropriate grant management tools.
- Reviewing our funding agreements to ensure that appropriate policies have been developed and implemented within the Academy and ensure ongoing compliance.
- Ensuring that all external partnership and funding arrangements of the Grants Team are appropriate and supported by suitable agreements or contracts and

being the lead contact for our legal advisors on all grant receiving and grant making activities.

- Development and oversight of our research grant terms and conditions, in line with external funding agreements.
- Overseeing the maintenance and development of our Flexi-Grant system and grant reporting system and be the key relationship holder with their providers (Fluent and ResearchFish, respectively).
- Leading on ensuring appropriate data management within the Grants Team and compliance with relevant data protection legislation, including GDPR, working with our Data Controller and Senior Business Improvement Manager.
- Overseeing the monitoring of defined outputs and outcomes of the work we fund (via ResearchFish and other mechanisms).
- Leading on the regular reporting to our funders in line with their expectations and requirements, as well as internal reporting requirements to our Council/Trustees.
- Leading the development of our approach to the evaluation of our grants and career development activities, in liaison with key senior roles within the team.
- Ensuring that proper administrative records are maintained for legal and historical purposes.
- Leading on the development and monitoring of an overarching risk register for the overall Grant Team's activities and individual risk registers for all grant schemes.
- Leading on the development of mitigation strategies to address risks and providing regular updates to senior colleagues, Honorary Officers and Council.
- Being responsible for the associated monitoring and evaluation budget, across the Careers Team (up to £500k per annum).
- To contribute to the delivery of the Academy's new 10-year strategy.

Skills and abilities

- Substantial previous experience of managing a portfolio of grants schemes in a senior role.
- Significant experience of developing and improving business processes, managing risks and previous experience of online grants and reporting systems.
- Previous experience of delivering an assurance function for a grants programme would be beneficial although not essential.
- Experience of monitoring research grants and demonstrating the impact of research funding.
- Experience managing staff and budgets.
- Strong communication both written and verbal and influencing skills, with the ability to effectively communicate plans and evaluation outcomes and impacts to internal colleagues and external stakeholders.
- Ability to build productive working relationships with internal and external stakeholders at all organisation levels.
- Ability to work independently and be self-motivated.
- Excellent organisational and time management skills with the ability to work under pressure, plan and prioritise work effectively and meet deadlines.
- Experience of commissioning and overseeing external independent evaluations of activities would be desirable.

Competencies

1. Leadership and People Management

- Sets performance standards and encourages a culture where individuals are developed to their full potential, high performance is celebrated and poor performance is identified and dealt with appropriately. Coaches others to develop their full potential and uses performance appraisal and personal development planning effectively.
- Creates a culture where individuals readily share knowledge, skills and experience to improve others' outputs.

2. Inclusivity and Integrity

- Creates an environment that helps people contribute and be heard.

3. Personal Effectiveness

- Sets an example by displaying high levels of personal motivation to deliver work of a high standard.
- Resilient and remains focused, even when under significant pressure.

4. Communication

- Translates the Academy's vision and strategic direction and communicates messages with clarity and impact.
- Listens to and distils information, determining appropriate response and action.

5. Innovation and Excellence

- Continuously seeks opportunities for value-adding improvements, developing a culture where this is an expectation.
- Defines expectations, role models and champions excellence, leading colleagues to attain consistently high standards of delivery.

6. Collaboration

- Plans work and teams to deliver the strategic and operational plans of the organisation.

Benefits and opportunities

Salary progression	<p>We have recently introduced a new salary progression framework.</p> <p>The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews.</p>
Location	<p>Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH</p> <p>We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face</p>

	<p>meetings and events.</p> <p>We welcome discussion of different working arrangements and locations with any successful applicant.</p>
Annual leave	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
Pension	The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.
Life assurance	3 x annual gross salary
Season ticket travel loan interest free	Available to all staff after completion of probationary period
Family friendly benefits	<ul style="list-style-type: none"> • We offer enhanced maternity and paternity leave and provide coaching for parents returning to work. • We are a family friendly employer and support staff to be present for their families and those they care for through our agile working policy.
Agile working	<p>We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ol style="list-style-type: none"> 1. Open 2. Timely 3. Experimental 4. Connected 5. Respectful 6. Empowered <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
Wellbeing and mental health	<ul style="list-style-type: none"> • Subscription to Headspace and Class pass. • Regular individual, team and organisation wide wellbeing days. • Seasonal staff connection days • Employee assistance programme including financial and wellbeing advice. • Access to free online counselling and CBT • Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health. • Team of staff mental health first aiders

Equity, diversity and inclusion	<ul style="list-style-type: none">• Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations.• Access to EDI training and development sessions.• Opportunity to join a cross organisation staff EDI Forum, with leads for Disability and Neurodiversity, gender, LGBTQ+ and race.• EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports.• We are also a member of EDIS (the Equality, Diversity and Inclusion in Science and Health Research Network), the Employers Network for Equality & Inclusion and the Proud Science Alliance, a collective of healthcare and life sciences sector LGBTQ+ networks.
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