Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Research Awards Manager

Division: LSE Research and Innovation
Accountable to: Research Finance Manager

Job Summary

LSE is a leading social science institution with some of the greatest global impact. Our researchers are world-leading thinkers on critical issues.

LSE Research and Innovation's mission is to help develop and sustain an environment that makes LSE the best place to do excellent and impactful research. Within the Division the Research Awards team, has specific responsibility for managing a portfolio of research projects from a range of external funding bodies. The team works to bridge the requirements of its research community and those of external funders/regulators and the LSE's own financial regulations.

The Research Awards Manager has oversight for the key stages of research award management from the point a project is awarded funding through to the completion and closure of the project, ensuring compliance at each stage.

Research Awards Managers are a primary point of contact for research and innovation funding working collaboratively with the research development team, researchers, academics and professional service staff in the School. Research Awards Managers provide post award and financial support across a portfolio of academic departments and research centres to ensure the effective delivery of LSE's research projects.

Duties and Responsibilities

1. Work closely with the Research Development and research project teams to ensure successful handover and start-up of new projects, including the establishment of project accounts and budgets and the preparation and distribution of Project Award Notices.

2. Provide central oversight for the post-award activities of all sponsored projects in their portfolio working closely with the Academic Managers and applying a detailed understanding of established School procedures, combined with the use of initiative and good judgement, to resolve problems

3. Oversee support, guidance, and best practice advice on all post-award financial, administration and reporting matters relating to research awards, staying up to date with sector best practice and emerging developments as relevant to their portfolio.

4. Lead the approval of research grant expenditure, working closely with Principal Investigators to effectively manage and monitor budgets to ensure that the project operates in accordance with its budget.

5. Lead the approval of research-funded staff appointments working closely with HR Partners and Principal Investigators to ensure compliance with LSE policy and funder terms.

6. Lead the preparation and submission of financial claims, invoices, financial statements and reports to funders, in line with the funder's terms and conditions, claim formats, schedules and deadlines.

7. Support contracts specialists with the preparation, issue, and execution of all project subawards and head award and agreement amendments and extensions.

8. Provide regular support to Department, Centre and Institute groups and committees on award portfolios and progress ensuring they are informed of changes and contributing to evidence based decision making.

9. Act effectively and with professionalism as the primary contact with the sponsor including:
   - Changes in the scope of work
   - Change or absence of Principal Investigator
   - Changes in project structure including extensions, suspensions, supplements, virements, and terminations.
   - Changes in project budgets
   - Approvals of all expenses and other costs to verify eligibility
   - Financial costing and approval of research-funded staff appointments
   - Any other changes to an award during the award period

10. Provide professional oversight of financial matters for research and innovation projects including:
   - Support compliance with accounting principles, financial regulations and funder Terms and Conditions.
   - Reconciliation of income and expenditure throughout the lifecycle of research awards to analyse financial activity
   - Arrange and support research project audits, liaise with internal and external auditors, and ensure clear audit trails with supporting data.
   - Investigate and resolve financial queries and provide information for PIs, local research support and funders.
   - Provide account closing services when the award has ended

11. Maintain clear and accurate information and documentation, including contributing to drafting and updating policies and procedures for award management

12. Review the funding and policy landscape to maintain up to date knowledge on awards related news including changes to funding bodies regulations, and working with research development managers on upcoming calls and new funders.

13. Any other duty as reasonably required by the line manager and is commensurate with the responsibilities of the role.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.