



## 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 Funding Manager**

**Department/Division: Grantham Research Institute**

**Accountable to: Institute Manager**

### Job Summary

This is a key role at the Grantham Research Institute on Climate Change and the Environment (GRI) at the London School of Economics and Political Science (LSE), one of the world's leading research centres in its field. Within the Institute sits an ever increasing range of research grants and donations and the post-holder will work with a wide range of colleagues to support the pre-award and post-award process for a range of funds. The post-holder's main responsibility will be to oversee, and where appropriate contribute to the grant applications process, ensuring that the research proposals are of the highest quality and competitiveness. In terms of post-award activities the role will include ensuring that the Institute fulfils the reporting and governance requirements of a range of funds, including managing the Institutes own database of outputs and external databases. The Institute also has a growing number of benefactors and supporters and the post-holder will assist the Institute Manager and Director in managing these relationships.

### Duties and Responsibilities

#### Key Responsibilities:

##### Pre-award support:

- Provide advice to colleagues regarding appropriate internal and external funding schemes and opportunities;
- Oversee and project-manage the grant application process within GRI, ensuring that all deadlines are met, and allowing time for the peer review process;
- Provide guidance to colleagues regarding the criteria of specific funders and calls and ensuring they are met;
- Support the principal and co-investigators in the development of high-quality competitive research applications including the provision of expert advice and feedback;
- Where appropriate contribute to the drafting of proposals;
- Ensure the quality control of applications, including proof reading and editing documents;
- Provide training to colleagues regarding the grant application process;
- In consultation with the Institute Manager provide budget information for applications;
- Network and develop relationships with research funders and potential collaborators;
- Become an expert source of advice for colleagues regarding appropriate funding sources and opportunities;
- Submit application details using a variety of systems including Je-S.



#### **Post-award support:**

- Ensure that all governance and reporting obligations, of both the School and the funder are met, including the submission of reports, the recording of outputs and complying with requirements such as Open Access;
- Project-manage the preparation of reports as required by funders, ensuring that all deadlines are met and criteria followed;
- Draft text, where appropriate, for a range of annual reports;
- Ensure the quality control of reports, including proof reading and editing reports and publications;
- Take responsibility for ensuring that procedures are in place for regular monitoring of the progress of project deliverables and milestones;
- Support the Institute Manager in the arrangement of meetings in relation to Institute governance including: drafting agendas, producing and providing supporting papers, the production and timely circulation of minutes and reports;
- Contribute to and collate Institute publications including text and data for annual reports and other publications used to promote and disseminate information about the work of GRI;
- Establish and maintain systems for the gathering, processing and assessment of data regarding Institute outputs, including external databases such as ResearchFish;
- Oversee and ensure that the appropriate data is submitted to researchfish in a timely and compliant way;
- Oversee and ensure that the Institute is compliant in terms of Research Council, LSE Research Committee and GDPR requirements for data storage and access;
- Oversee and advise on Open Access requirements;
- Promote the responsible conduct of research and compliance with regulatory and sponsor requirements, including ethics;
- Responding to funder and collaborator enquiries;
- Support the GRI Research Director in the REF process.

#### **Development:**

- Support the Institute Manager and Director in retaining and developing links with potential funders;
- Develop a network of potential funders and alumni and liaise with them as appropriate.

#### **General support:**

- Prepare letters, emails and other correspondence on behalf of staff, related to research activities;
- Assist with events and general administrative tasks as appropriate;
- Develop and maintain good relations with LSE divisions and in particular: LSE Enterprise, Advancement, the Research Division and the LRC.

#### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

**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.