



THE DUNHILL MEDICAL TRUST

JOB DESCRIPTION

JOB TITLE:	Head of Research Policy and Awards
SALARY:	£55,807 (incl. London allowance) with potential for performance-related progression to £62,395
REPORTS TO:	Executive Director
ACCOUNTABLE TO:	Board of Trustees

JOB PURPOSE

Reporting to the Executive Director, you will be a primary point of contact for organisations seeking funding for academic and clinical research. You will have direct responsibility for the development and delivery of the Trust's core services, its commitment to high quality and its support for the research community. You will contribute to the Trust's decision-making by managing a caseload of grant applications, from undertaking 'due diligence' assessments through managing the peer review process to making recommendations for awards. You will be assisted by two Grants Officers and will provide support and advice to the Chair and members of the Research Grants Committee. You will sustain and develop the Trust's reputation by ensuring that the impact of what it does is evaluated and communicated appropriately and widely and you will represent the Trust in its external relations with other organisations, as appropriate to your portfolio.

MAIN DUTIES AND RESPONSIBILITIES

Grant making and contract management

- Conduct horizon-scanning activities on an on-going basis, reviewing the relevant literature and activities of researchers and other grant-giving organisations in order to identify opportunities for developing new grant-making initiatives and innovations.
- Create grant resources for the organisation and ensure the ongoing professional development of team members to deliver ongoing good practice in grant-making.
- Provide guidance to potential applicants regarding the eligibility for funding or to provide first-line trouble-shooting assistance on the Grants Management System.
- Assess applications for funding against set criteria; interpreting delivery plans and budgets in order to provide recommendations for the relevant decision-making panel to consider.
- Undertake 'due diligence' assessments of applicants to ensure they meet the Trust's funding criteria. Raise any financial or governance concerns arising with the Executive Director.
- Ensure that the peer review process for full research applications is properly administered and monitored.
- Produce and present assessment reports for the grant decision making panels. Act on feedback and requests for additional information from the panel to inform decision making.
- Undertake visits for relationship management and reporting purposes, building a detailed knowledge of the work that the Trust supports.
- Manage the award and post-award process, ensuring that grant payments are made in line with the terms of the grant offer letter and grants-related reports and data are made to the appropriate membership and publication bodies

and to ensure that the relevant data is passed to the accountants to ensure that the financial records are up-to-date and accurate.

- Monitor the progress of grant awards, making recommendations for reporting of outcomes and impact and appropriate communication of these, both internally and externally.
- Set, communicate and maintain project timelines and priorities for any events relating to your portfolio, liaising with external suppliers including venues, caterers, speakers etc

Service improvement and partnership working

- Keep under review policies and procedures to support the development of grant funding programmes based on external best practice and innovation in grant-giving, making recommendations for change.
- Proactively work with colleagues to build new partnerships and support the Trust's influencing and networking objectives.
- Research and make recommendations regarding helpful tools (e.g. software, information sources, analytical tools, benchmarking databases etc) which enable the Trust to evaluate and communicate its impact, ensuring that the processes are as simple and value-adding as possible for award-holders to engage with.
- Be responsible for own personal development, working with the support of the Executive Director to maximise opportunities to acquire new knowledge and skills.

Administration and customer service

- Manage the Grants Officer(s), providing support and leadership to direct report(s), managing and developing performance and providing support for their personal development.
- Support the production and analysis of data from the database and other sources to support learning processes and provide management information.
- Enter and manage data on the core grant management system in accordance with the Trust's policies and procedures.
- Ensure that the Board of Trustees is provided with accurate and timely reports relating to the research element of the portfolio of grants.
- Act as Secretary to the Research Grants Committee, working with the Executive Director and Chair of the Committee to set the agenda and ensure it is well governed and administered.
- Take the lead on organising events and activities relating to your portfolio for example, the annual Early Career Researchers' Day.

Consistent with the needs of a small team, undertake other duties as may be reasonably required by the Executive Director to ensure the effective running of Trust.

KEY RELATIONSHIPS

Owing to the nature of the work of the Trust and the small administrative team responsible for its operation, it is necessary for all employees to liaise with a wide range of people and organisations including, but not limited to:

- The Board of Trustees
- Members of the Research Grants Committee
- Grant applicants and grant holders
- Grants Management System provider
- Accountants and auditors
- Universities
- National and local charities
- NHS organisations
- Professional organisations (e.g. Royal Colleges, Association of Medical Research Charities)
- Other funders (e.g. charitable trusts and foundations, Research Councils)

PERSON SPECIFICATION

Qualifications and Experience

Essential

- A master's degree (in a scientific discipline relevant to the work of the Trust) or equivalent professional qualification and/or experience
- Around 5 years' experience of working within a research/ research management environment, preferably within a university, research, health service or charity setting.
- Experience of providing administrative/governance support to formal Boards and Committees.

Desirable

- A PhD (in a discipline relevant to the work of the Trust)
- Experience of grants administration (or similar experience for which you have transferable skills).

Abilities, skills and knowledge

Essential

- Ability to work on own initiative whilst at the same time being able to demonstrate experience and aptitude for team working.
- Well-developed interpersonal skills that enable the building and development of productive and professional relationships at all levels.
- Well-developed communication skills (both written and verbal).
- Numerate, with excellent analytical skills.
- IT literate, with a detailed knowledge of Microsoft Office and range of relevant CRM and grants management software and survey software.
- Experienced user of web content management systems or demonstrated willingness and aptitude to learn.
- Knowledge and understanding of the medical research funding landscape (ability to conduct literature reviews), research governance and peer review.

Desirable

- Knowledge and understanding of health and social services and/or academic medicine and/or charities.
- Familiarity with *WordPress*, Fluent Technology's *Flexigrant* grants management system, Interfolio's *Researchfish*, Web of Science's *Publons*, Digital Science's *Dimensions*, ORCID
- Proficiency in bibliometric analysis and data mining

Personal characteristics and behaviours

- Demonstrable commitment to the charitable objects and strategic aims of the Dunhill Medical Trust.
- Demonstrable flexibility in approach to work and working in a small team. "Can do" approach and willingness to cover for colleagues as and when required.
- Commitment to the creation of an environment that promotes equality of opportunity whilst recognising and valuing diversity.
- Restless curiosity.
- Accuracy and attention to detail.
- Reliability and trustworthiness.
- Ability to use tact and discretion.
- You must be able to demonstrate that you can live and work in the UK.

