



Remarkable research for healthy ageing

THE DUNHILL MEDICAL TRUST

JOB TITLE: Grants Manager
REPORTS TO: Head of Research Policy and Awards
ACCOUNTABLE TO: Chief Executive

JOB PURPOSE

This role will directly support the delivery of the Trust's core services and its commitment to customer service and continuous learning and improvement. You will work in the Research Policy and Awards team managing a portfolio of grant awards as well as supporting the transition to new areas of work, consistent with the recently-published strategic framework. Reporting to the Head of Research Policy and Awards, you will be a primary point of contact for applicants seeking funding and contribute to the Trust's decision-making by assessing a caseload of grant applications, undertaking due diligence assessments and managing the peer review process, as appropriate and according to best practice. As the first point of contact for our applicants and award-holders, you will be a key contributor to sustaining and developing the Trust's reputation.

MAIN DUTIES AND RESPONSIBILITIES

Grant making and award management

- Assist in the development and lead in the implementation of funding rounds in accordance with the planned priorities outlined in the recently-published strategic framework
- Act as a primary point of contact for enquiries by telephone and email from grant applicants and grant holders.
- Provide guidance over the telephone to potential applicants regarding the eligibility of their organisation or funding proposal 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 a recommendation for the relevant decision-making panel to consider.
- Manage the peer review process for full research applications within the allocated caseload for the post.
- Produce and present assessment reports for the grant decision making panel. Act on feedback and requests for additional information from the panel to inform decision making.
- Conduct regular meetings with award-holders for grant awards within remit to monitor progress and to build a detailed knowledge of the work that the Trust supports, providing expert advice to the Head of Research Policy and Awards and the Chief Executive, as appropriate, on individual cases.
- Prepare the necessary twice-monthly financial statements and grant payment evidence for review by the Head of Research Policy and Awards for grants in your portfolio.
- Maintain ongoing relationship with award-holders, keeping track of reporting deadlines and working with them to communicate and promote their successes, including the allocation of funds for open access publications according to our open access policy.
- Monitor the progress of grant awards, making recommendations for reporting of outcomes and impact and appropriate communication of these.

Administration and customer service

- Support the production and analysis of data from the Grants Management System and other sources to support learning processes and provide management information.
- Enter and manage data on the Grants Management System in accordance with the Trust's policies and procedures.
- Monitor the performance of the Grants Management System, raising any issues to be addressed with the supplier in a timely fashion.
- Ensure that the information provided on the web site about the Trust's funding schemes is accurate and up-to-date.
- Manage the periodic submissions to external organisations, planning and managing a suitable communication plan with award-holders, where necessary.
- Assist with all aspects of administration relating to meetings of the Board of Trustees and its sub-committees. This may include deputising for other officers in servicing meetings (including the timely provision of agendas, papers and accurate and concise minutes).
- Consistent with the needs of a small team, undertake other duties as may be reasonably required to ensure the effective and efficient running of Trust.

Service improvement and partnership working

- Ensure that we meet our responsibilities as a signatory of the Concordat to Support the Career Development of Researchers.
- Provide assistance in the running of our Early Career Researcher Network, including organising events and communications.
- Proactively identify and support the development of recommendations for improvements to guidance, communications and processes and procedures, in response to feedback from the Trust's applicants, grant holders/other stakeholders and developments in the wider grant-giving sector.
- Work with colleagues to build new partnerships and support the Trust's influencing and networking objectives.
- Be responsible for own personal development, working with the support of line manager and Chief Executive to maximise opportunities to acquire new knowledge and skills.

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 award holders
- Accountants and auditors
- Universities
- NHS organisations
- Professional organisations (e.g. Royal Colleges, Association of Medical Research Charities, British Geriatrics Society etc.)
- Other funders (e.g. charitable trusts and foundations, UK Research and Innovation, National Institute for Health Research etc.).
- Communications agency

PERSON SPECIFICATION

Qualifications and Experience

Essential

- A degree (in biological or biomedical sciences or other discipline relevant to the work of the Trust) that includes a good grounding in research methods and data analysis.
- Substantial 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 higher degree (in a discipline relevant to the work of the Trust).
- An interest in research which aims to understand the mechanisms of ageing and improving the health and social care of older people.
- Experience of grant funding administration (or similar experience for which you have transferable skills).

Abilities, skills and knowledge

Essential

- Well-developed planning and time management skills, with the ability to prioritise and co-ordinate multiple, sometimes complex, projects and day-to-day grants administration.
- 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 oral).
- Numerate, with excellent analytical skills.
- IT literate, with a detailed knowledge of Microsoft Office and demonstrated ability to become speedily familiar with the range of software in use at the Trust (grants management, surveys and communications software)
- Knowledge and understanding of the research funding landscape, research governance and peer review.

Desirable

- Knowledge and understanding of health and social services and/or academic medicine and/or charities.
- Familiarity with all or any of *WordPress*, Fluent Technology's *Flexigrant* grants management system, Interfolio's *Researchfish*, Web of Science's *Publons*, Digital Science's *Dimensions*, ORCID and Mailerlite or similar tools and systems.
- 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 and a commitment to one's own personal development.

- Accuracy and attention to detail.
- Reliability, resilience and trustworthiness.
- Ability to use tact and discretion.
- You must be able to demonstrate that you can live and work in the UK.