



## **Project Coordinator**

### **GRADE 7**

#### **Job Purpose**

To be the main point of contact and support for a number of Principal Investigators [academic research leads] across the College, working with other College Project Coordinators, College Research Support Office and University Services to ensure that effective communication takes place and a seamless research management support service is delivered.

#### **Main Duties and Responsibilities**

1. Provide pre- and post-award advice and support to Principal Investigators, as required, from the initial identification of the funding opportunity through to the closure of the project. This will include application development, costing, bid writing support where appropriate, milestone planning and post-award reporting and financial management.
2. Liaise with College research development staff to identify and actively manage the pipeline of funding opportunities and with the University Services Research Support Office regarding funder terms and conditions and other specialist advice, e.g., for legal, insurance and contractual matters.
3. Develop and maintain appropriate relationships with key funders and provide expert advice to prospective applicants.
4. Undertake risk and feasibility assessment of proposed funding applications to mitigate risk and optimise funding.
5. Coordinate, plan, prioritise and execute application, costing and submission activities [including bid writing support where applicable] for grants and contracts, resulting in robust applications for approval and timely submission to funders.
6. Progress application outcomes and process awards from funders, sourcing feedback from funders where available and updating systems accordingly. Maintain and ensure the integrity of all relevant project data on University systems.
7. Provide post award support, including that for ethics applications, project coordination, portfolio management [where appropriate], financial management and project change processes and control.
8. Support funder and other audits, ensuring adequate audit records are maintained and attend meetings with auditors, as required.

9. Provide management information and analyse data to inform both day to day decision making and also college research budgeting and strategy. Support the input to future College submissions to the Research Excellence Framework [REF].
10. Be actively involved in appropriate cross-college collaborative working to build networks, share best practice, develop web-based resources and provide training.
11. Work with Principal Investigators and other College teams to ensure that the College maintains an accurate and complete record of staff publications. Promote an understanding of Open Access and support the process for obtaining open access rights for all possible publications.
12. In liaison with college HR and Principal Investigators, assist in the workforce planning across different bids and awards to maximise the efficient use of research teams and minimise staffing disruption.

### **Qualifications**

- Scottish Credit and Qualification Framework level 9, [Ordinary Degree, Scottish Vocational Qualification level 4], or equivalent in a relevant discipline/business area with evidence of continued professional development in an area relevant to the role

### **Knowledge, Skills and Experience**

- Significant experience of relevant research administration or project management experience in a similar or related role
- An understanding of grant application processes including costing and funder guidelines
- Knowledge and understanding of interrogating and maintaining databases, processing, analysing and presenting data
- Knowledge and understanding of data integrity and its importance
- Knowledge of the regulatory framework which governs research in a particular College area
- Project management – both short-term deadline driven and longer-term involving multiple conflicting deadlines and coordination across multiple organisational units
- Excellent oral and written communication skills with the ability to communicate at all levels
- Experience of successfully overseeing the work of staff
- High level of influencing and negotiating skills
- Ability to network effectively
- Ability to exercise initiative and work independently but also as part of a team
- Ability to work flexibly and adapt to changing environments
- Ability to interpret complex guidelines and prepare reports and budgets in line with the requirements set out

- Ability to assess risks and financial implications