UNIVERSITY OF WARWICK

Job Description

Job title	Impact Funding Officer
Department	Research & Impact Services
Grade	FA6

Job purpose (a brief summary of the role)	This role has responsibility for managing and supporting the University's research impact funds, including selected UKRI Impact Acceleration Accounts of up to £4m and internal HEIF-supported funds of up to £1m. This includes the day-to-day management of funds, from running internal calls for applications, the administrative processes for releasing funds, to managing their spend and use throughout the project lifetime. This role also covers the due diligence requirements in relation to collaborators and partners and the processes required to establish collaboration agreements, working closely with the R&IS grant and contracts team. The role holder will support researchers to enhance the impact of their research findings and expertise through the provision of managed funds that help to develop new and existing relationships with non-academic stakeholders and accelerate the development and uptake of research findings.
Duties and responsibilities	**End-to-end Management of Internal Impact Funds** 1. Arranging, launching and running internal impact funding calls, including logging and processing applications, setting up peer review panels and provision of secretariat support to such - ensuring that appropriate confidentiality is maintained when undertaking all duties; 2. Provision of advice and guidance to researchers on the development of applications to internal research impact funds; 3. Maintenance of accurate fund records on the University's award-management system and other relevant monitoring databases; 4. Oversight of spend profile, liaising with the PIs on project progress and reporting on this to senior R&IS and academic management; 5. Undertake annual and end-of award reporting to UKRI and other funders as required, including finance updates, EDI monitoring and project outcomes; 6. Support for the Impact Manager in the development of strong business cases for the University's applications for new and/or renewed UKRI Impact Acceleration Accounts (IAAs). **Compliance and Assurance** 7. Carry out the required compliance activities pre- and post-award e.g. undertaking due diligence on named partners/collaborators;

	8. Support the preparation of any necessary contracts or collaboration agreements with external partners on funded projects, using University standard agreements, where appropriate. **Communications** 9. Support internal and external communications around the outcomes of IAA and other internally-funded impact projects.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A good honours degree or equivalent.	A
E2	Strong administrative skills with high-level of attention to detail, thoroughness and organisational skills.	A,B & C
E3	Strong numerical skills and the ability to do calculations, manipulate and present financial data using spread sheets.	A,B & C
E4	Proven ability to interpret and adhere to detailed and precise requirements, and to advise on their impact effectively and appropriately.	A,B & C
E5	Experience of successfully bidding for, managing and reporting on a portfolio of complex funding programmes.	A & C
E6	Ability to work flexibly and creatively, and quickly and accurately when under pressure, working to tight deadlines.	A & C
E7	Meticulous attention to detail, highly organised, capable of administering a diverse client and project portfolio effectively.	A & C
E8	Excellent communication and interpersonal skills, to communicate with a wide range of people including academic researchers, senior academic management and external stakeholders such as UK funding bodies and impact project partners.	A & C
E9	IT literate and competent, including experience of basic web design, social media, databases and the Microsoft Office suite, particularly Outlook, Teams, Word, Excel and PowerPoint.	A & C
E10	Ability to maintain confidentiality and comply with GDPR requirements.	A & C
E11	Ability to work flexibly and co-operatively with others as part of a team.	A & C
E12	Ability to work independently, use initiative and complete tasks without close supervision.	A & C
E13	A good honours degree or equivalent.	A & C
E14	Strong administrative skills with high-level of attention to detail, thoroughness and organisational skills.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Project management experience.	A & C
D2	Contract administration and project costing experience, preferably in industry, or in research/Higher Education.	A & C
D3	A sound knowledge of HE research support infrastructure, including the systems and processes for identifying, capturing, and reporting on research impact.	A & C