

Post Details	
Faculty/Administrative/Service Department:	Research, Innovation and Impact (RII)
Job Title:	Senior Costings Officer
Job Family & Job Level	Professional Services 4
Responsible to:	Research Development Manager
Responsible for:	Costing Officer
<p><u>Job Purpose Statement</u></p> <p>The post-holder will provide a comprehensive service to the University's academic and administrative community on issues relating to grant and contract applications for research and innovation (R&I) related funding opportunities and will act as an escalation point for any bid costings-related issues.</p> <p>The post-holder will provide advice and guidance to academic applicants, as well as research support staff, about costing and pricing for proposals. They will ensure that all applications for funding are appropriately costed and coordinated within the sponsor's and University's guidelines. With the introduction of Worktribe, the post holder will undertake a combination of; performing complex project cost calculations directly and at times providing quality assurance for costings completed by the academic PIs or their delegates.</p>	
<p><u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)</p>	
<ol style="list-style-type: none"> 1. Prepare full costing of complex proposals providing advice on the application of full economic costing principles, scenario planning and compliance with sponsor terms and conditions and University policy; 2. Support academics and researchers within the Faculty in the grant application process including the coordination and completion of applications (including using electronic submission software); Ensuring all resources are identified in the application, are consistent with internally generated costings and are fully justified in the case for support; and authorisations are secured. 3. Perform quality control of applications before submission, managing the application through the University's exceptions process as appropriate to ensure costs and prices adhere to University policies or waivers, and the application responds to the sponsor guidelines and terms and conditions. 4. Ensure compliance with all internal costing policies and procedures, with an ability to advise academics on costing, approvals. Develop knowledge of the external funding landscape and proactively develop your own knowledge and skills necessary to undertake the role. 5. Provide information and advice on research related financial issues and recommend solutions. 6. Liaise with research sponsors and other Schools, Faculties, RII Office and other corporate services in relation to research grant application administration. 7. Resolve day-to-day problems as they arise, identifying and implementing changes to work processes and practices in response to changing circumstances and maintain the quality of the service offered. 8. Act as an escalation point for Costings Officers when complex costings matters arise. 9. Contribute to the development of resources, training related to funding guidelines, eligibility, policies and procedures. 	
<p>N.B. The above list is not exhaustive.</p>	

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.

Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- Working within established procedures and processes, the Senior Costings Officer will be expected to have extensive experience or knowledge of the research funding environment and be able to advise our academic and administration staff on the different funding schemes costings guidelines and requirements.
- The post-holder will be expected to maintain an up-to-date knowledge of research funding, sponsor guidelines, eligibility rules and terms & conditions to ensure accurate professional advice is confidently given at all times.

Problem Solving and Decision Making

- The post-holder will play an important role in the grant bidding process, supporting the academic through the University's application and approval process, providing accurate costing advice. The post-holder is likely to be responsible for complex, large-scale bids.
- The post-holder will be expected to support and advise the academic through contract negotiation stages seeking approval from the faculty administration for any proposed revision to the budget.
- Resolution of any issues will usually be found through making reference to University policies, eligibility rules, research funding and sponsor guidelines, and departmental policies and procedures.

Continuous Improvement

- The post-holder will be required to use some initiative and judgement in resolving day to day problems, referring more complex issues to their line manager.
- The post-holder will be expected to identify opportunities to improve practices and to address reoccurring problem and communicate solutions to his or her line manager for implementation.

Accountability

- The post-holder will be required to use initiative and judgement in resolving complex problems, escalating issues to the Faculty Research and Innovation Manager and/or other Senior Managers as appropriate.
- The post-holder will be expected to identify opportunities to improve FRIO practices and to address reoccurring problems and communicate solutions as appropriate.

Dimensions of the role

- Line management responsibility for Costing Officers.
- Works closely with other research support staff in RII, FRIOs, and other teams in the wider University (post-award, Faculty management etc.)
- A service role, primarily with researchers, critical to ensure strategic target attainment.

Supplementary Information

The RII teams are responsible for the provision of a comprehensive research support service to our academic staff. Research income is acknowledged as a key measure of research success, and the University is committed to increasing significantly the value of new research grants and contracts over the next few years.

The Senior Costings Officer will have significant contact with our academic staff, Research, Innovation and Impact staff and other Pro Vice-Chancellor Research and Innovation (PVCRI) teams. The role holder will also have contact with partner universities and funding bodies.

Whilst the post-holder will initially be allocated one specialist team or responsibility, there should be a willingness to be flexible around these duties as needs arise across the wider RII team.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Essential / Desirable

Degree, HND or NVQ 4 qualified in a relevant subject, plus relevant experience,
OR

Broad vocational experience, acquired through a combination of job-related vocational training and considerable on the job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles.

E

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

Essential/ Desirable

Level 1-3

Significant experience in a relevant role requiring numeracy skills and attention to detail

E

3

Extensive knowledge of research funding, systems and regulations in the Higher Education Sector

E

3

Experience of costing medium to large projects (e.g. annual spend in excess of £500k)

E

2

Experience of working to tight deadlines and balancing workloads

E

2

Experience of working with Microsoft Office

E

2

Experience of the Higher Education Sector

E

2

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.

Level 1-3

Communication

3

Adaptability / Flexibility

2

Customer/Client service and support

3

Planning and Organising

3

Continuous Improvement

2

Problem Solving and Decision Making Skills

3

Managing and Developing Performance

2

Creative and Analytical Thinking

2

Teamwork

2

Influencing, Persuasion and Negotiation Skills

2

Strategic Thinking & Leadership

N/A

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

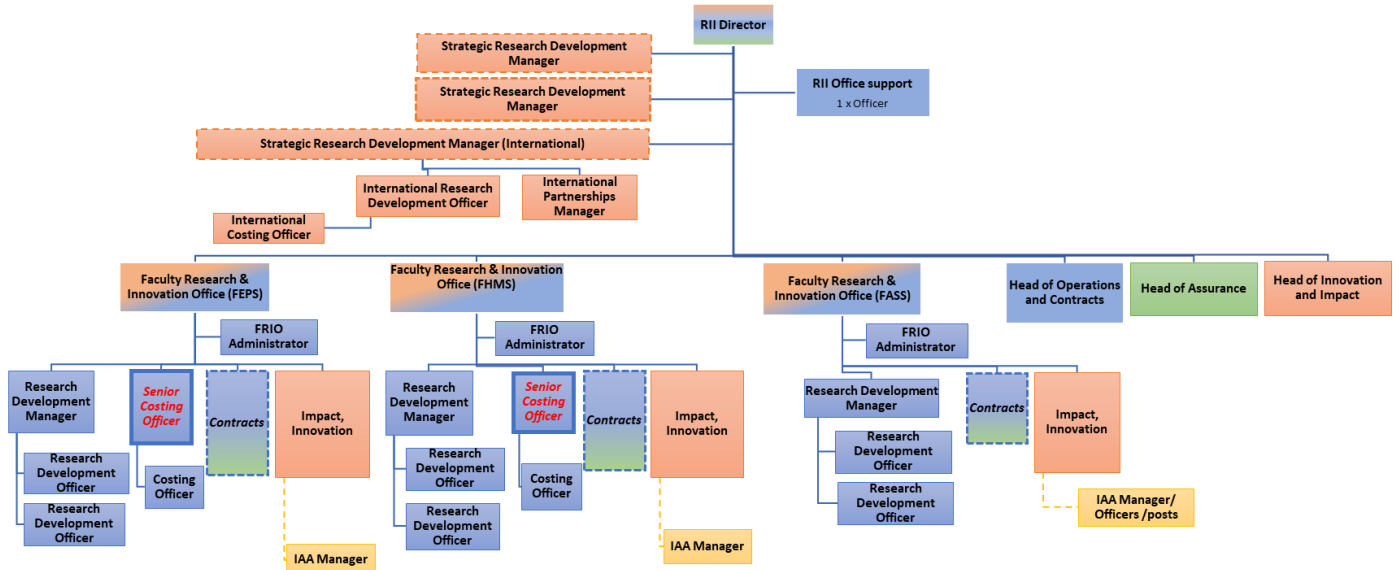
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The RII division supports the research and innovation activity across the University. Support teams are based in faculties and as part of an RII Office. The focus of the RII division is on excellence, assurance and operations. Teams support the lifecycle of research and innovation, supporting funder visits, finding opportunities, bidding and award through to demonstrating outcomes and impact (working closely with colleagues across other professional services, including Strategic Planning, Research Finance, Library and Learning Support Service and the Surrey Innovation District).

Team Structure Chart



Relationships

Internal

- Academic staff (ADR's, PI's and Faculty Management) in the coordination and guidance of costing, eligibility, application and submission and the financial impact of proposals.
- Research, Innovation & Impact (RII) and Finance Post-Award for information exchange to ensure effective transition, including contractual arrangements around new awards.

External

- Sector colleagues (partner Universities in connection with shared bid applications)
- Research funders (Research Councils, EU, Charities, Industrial) to clarify bid eligibility factors and application requirements