Post Details	Last Updated: 13 January 2024	
Faculty/Administrative/Service Department:	Research, Innovation and Impact (RII)	
Job Title:	Costing Assurance Administrator	
Job Family & Job Level	Professional Services	2b
Responsible to:	Assurance Manager (Costing)	
Responsible for:	N/A	

Job Purpose Statement

The post-holder will play a key role in the RII department's comprehensive service to the University's academic and administrative community, working as part of the Assurance team within the RII division providing support for costing assurance matters relating to grant and contract applications for externally funded opportunities. Amongst other tasks the post-holder will provide support for funder set-up, external systems management, funder due diligence questionnaires, support for audits and other quality assurance activities, liaising closely with colleagues across RII's functions and in Research Finance.

Key Responsibilities
This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities

1. Where a referral has been made to the Costings Assurance Manager (CAM) – eg for a Secondary Review or Classification review - provide support for the CAM, applicants and FRIO colleagues as required under Costing Manager guidance.

2. Support the CAM to ensure that WorkTribe is comprehensively updated and that all necessary information and data is recorded for effective reporting, searches and post-award administration.

3. Provide administrative support for audits and quality assurance activities.

4. Provide a first point of contact for enquiries including signposting standard guidance and procedures relating to costing of grants and contracts, escalating to the CAM as needed.

5. Provide administrative support for the funder set-up as per the templates used in Worktribe, including appropriate due diligence as required and proactively ensuring that these are updated regularly.

6. Manage the request and access process and registration for external funder systems.

7. Support the CAM with funder requests for declarations and information about the University.

8. Support the Costing Assurance manager in document management, training co-ordination, recording and disseminating external system updates.

9. Provide other administrative support to the Assurance Team as required.

N.B. The above list is not exhaustive.

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

- Arrange allocated activities within daily routine to ensure work is completed to time and/or an appropriate standard.
- Plan and prioritise own work activities, setting short-term targets, responding to manager requirements in addition to own responsibilities in order to ensure operational efficiency

Problem Solving and Decision Making

- 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 the Assurance Manager (Costing) as appropriate.

Accountability

- Ensure their own wellbeing, through compliance with standard procedures, including those governing Health and Safety
-

Dimensions of the role

- No direct line management responsibilities.
- 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.
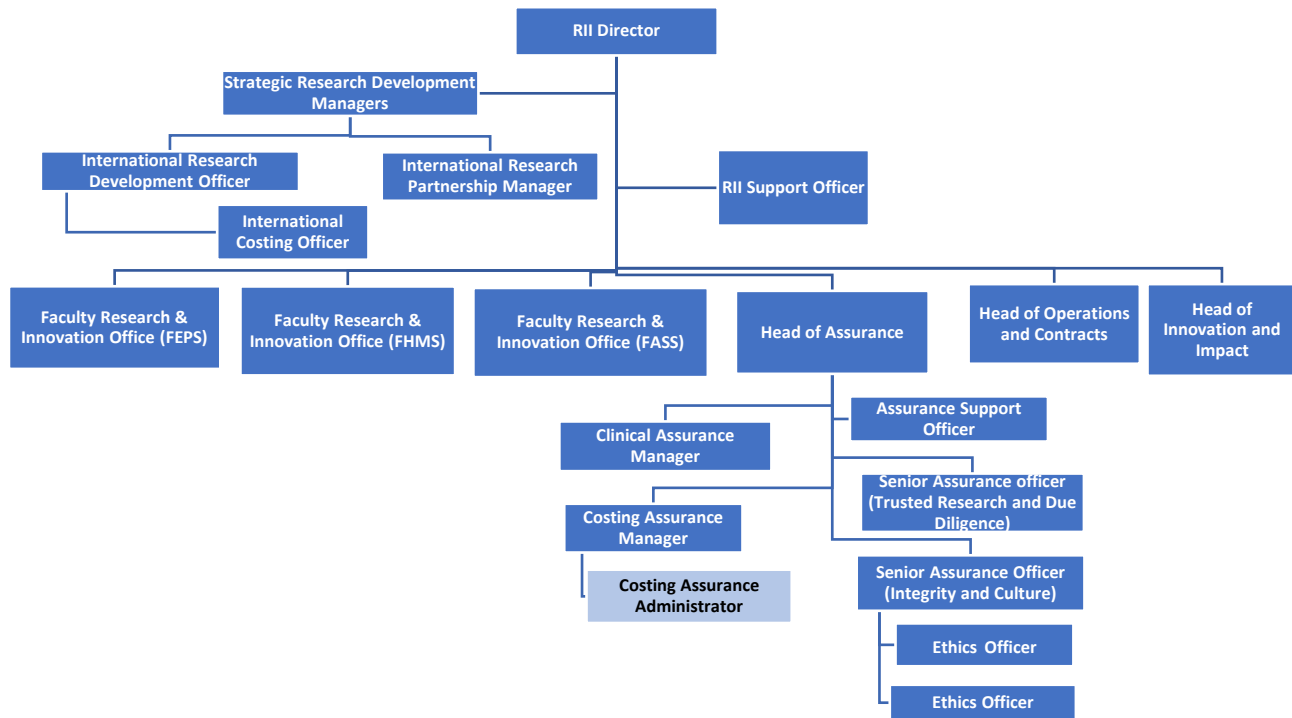
Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	Essential/ Desirable

Vocational qualifications plus some relevant work experience. Or: Learning gained through work experience of up to three years. Will include short courses and other formal training.		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**
Experience in a relevant role requiring numeracy skills	E	2
Knowledge of research funding in the Higher Education Sector	E	1
Experience of data entry, with high levels of accuracy	E	2
Accuracy and ability to prioritise tasks within a broader routine.	E	2
Experience of working with Microsoft Office	E	1
Experience of the Higher Education Sector	D	1

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	2
Adaptability / Flexibility	1
Customer/Client service and support	2
Planning and Organising	1
Continuous Improvement	1
Problem Solving and Decision Making Skills	1
Managing and Developing Performance	N/A
Creative and Analytical Thinking	1
Teamwork	1
Influencing, Persuasion and Negotiation Skills	1
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).

UNIVERSITY OF SURREY

Team Structure Chart

```
                                    RII Director
                                        |
        Strategic Research Development  |
                 Managers               |
                     |                  |
International Research    International Research    RII Support Officer
Development Officer       Partnership Manager
        |
  International
  Costing Officer
        |
Faculty Research &    Faculty Research &    Faculty Research &    Head of Assurance    Head of Operations    Head of
Innovation Office     Innovation Office     Innovation Office                          and Contracts         Innovation and
(FEPS)                (FHMS)                (FASS)                                                           Impact
                                                                     |
                                          Clinical Assurance          Assurance Support
                                          Manager                     Officer
                                                                     
                                                                      Senior Assurance officer
                                          Costing Assurance           (Trusted Research and Due
                                          Manager                     Diligence)
                                               |
                                          Costing Assurance           Senior Assurance Officer
                                          Administrator               (Integrity and Culture)
                                                                           |
                                                                      Ethics Officer
                                                                           |
                                                                      Ethics Officer
```

Relationships

Internal

- Assurance colleagues
- Academic staff
- FRIO office, RII Office staff involved in costing and bid development
- Finance Post-Award

External

- Sector colleagues - partner Universities, funders, professional bodies