Post Details		Last Updated: January 2024	
Faculty/Administrative/Service Department:		Research, Innovation and Impact (RII)	
Job Title:		Costing Officer	
Job Family & Job Level		Professional Services	3
Responsible to:		Senior Costing Officer	
Responsible for:		N/A	

Job Purpose Statement

The post-holder will provide a comprehensive service to the University's academic and administrative community on matters relating to grant and contract applications for externally-funded opportunities.

The post-holder will provide advice and guidance to academic applicants about costing and pricing for proposals. They will also ensure that all applications for funding have been checked and coordinated within the sponsor's and University's guidelines. With the introduction of Worktribe, the post holder will undertake a combination of; performing project cost calculations directly and increasingly checking costings completed by the academic PIs or their delegates.

Key Responsibilities
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)

1. Perform and advise on the calculation of project costs using fEC methodology, considering personnel, estates and indirect costs within the sponsor eligibility guidelines.

2. Advise and support all financial aspects of the grant submission process in liaison with the PIs and other members of the research support team as applicable. Advise on and check project costs on WorkTribe (research management system) ensuring personnel, estates and indirect costs are within the sponsor eligibility guidelines. Escalating, where necessary, to the Senior Costing Officer.

3. Ensure that all financial aspects and supporting statements as part of the application are reviewed for accuracy and are sufficiently robust to support a successful bid. Ensuring all resources are identified in the application, are consistent with internally generated costings and are fully justified in the case for support.

4. Process contract and grant award acceptances, in accordance with the funders' requirements, logging application rejections and re-submissions. Ensure that all terms of the award, when granted, are in accordance with the original application. Any significant change in the award must be communicated to relevant offices prior to acceptance.

5. Assist academics with application submissions through funder systems such as UKRI's Funding Service (TFS), Royal Society, Royal Academy of Engineering, UK Space Agency, Leverhulme, Wellcome, EU Participant Portal etc. as required, and advise broadly on the implications of different funders and funding schemes.

6. On multi-institutional bids - liaise with other institutions' administrative teams as required to ensure timely submission of costings.

7. Remain up to date on internal costing processes, with an ability to advise academics on costing, approvals. Maintain an awareness of the external funding landscape – liaising with Senior Costing Officers, Research Development Officers and the Assurance Manager (Costing)

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

- Working within established procedures and processes but with guidance from more senior colleagues, the Costings Officer will be expected to have 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 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 the Senior Costings Officer and/or Faculty Research and Innovation Manager 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.

Accountability

- The post holder will be accountable for organising their own workload ensuring that the sometimes conflicting demands of the application process and contract negotiation are met on time. They may escalate challenges in workload management to the Senior Costing Officer.
- The post holder will be expected to have a high level of attention to detail and be able to manage complex funding arrangements.
- The post holder is responsible for supporting Research Development Officers with costings-related activities as needed and escalate complex costings issues to the Senior Costings Officer, and Faculty Finance Managers as appropriate.

Dimensions of the role

- No direct line management responsibilities.
- Works closely with other research support staff in Research, Innovation and Impact (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 Costings Officer will have significant contact with our academic staff, Research, Innovation and Impact staff and other RII 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.

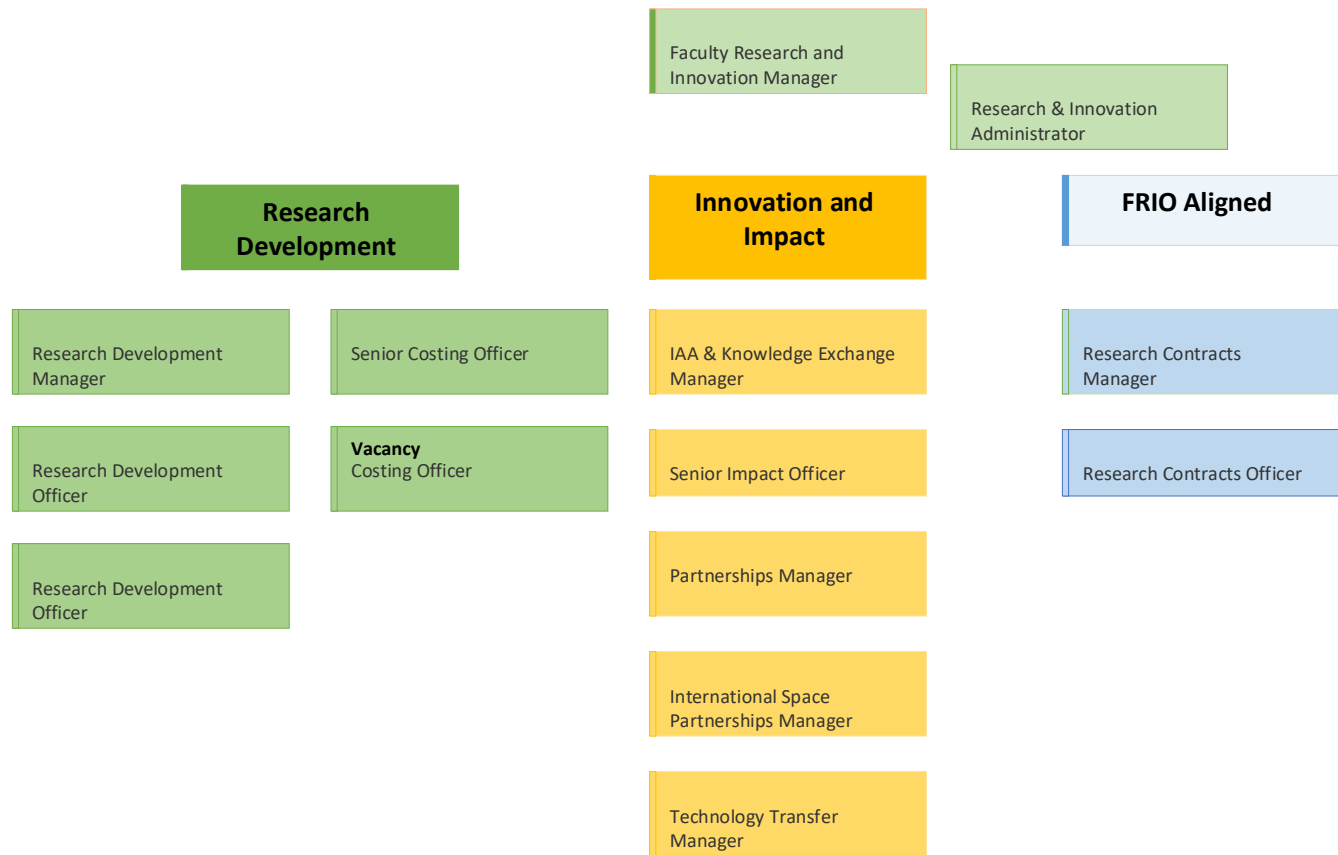| Qualifications and Professional Memberships	Essential/ Desirable
HNC, A level, NVQ 3, HND level or equivalent with a number of years' relevant experience. Or: Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience, demonstrating 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
Strong numeracy skills with demonstrable experience	E	3
Proven written and verbal communication skills	E	2
Experience of working to tight deadlines and balancing workloads	E	2
Experience of working with Microsoft Office	E	2
Knowledge of research funding, systems, regulations in the Higher Education Sector	D	2
Experience of the Higher Education Sector	D	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	2
Continuous Improvement	2
Problem Solving and Decision Making Skills	2
Managing and Developing Performance	N/A
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

	Faculty Research and Innovation Manager	
		Research & Innovation Administrator
Research Development	**Innovation and Impact**	**FRIO Aligned**
Research Development Manager	IAA & Knowledge Exchange Manager	Research Contracts Manager
Senior Costing Officer	Senior Impact Officer	Research Contracts Officer
Research Development Officer	Partnerships Manager	
Vacancy Costing Officer	International Space Partnerships Manager	
Research Development Officer	Technology Transfer Manager	

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