

Job Description

Job Title:	Research Grants, Contracts & Finance Coordinator		
Department:	Research & Knowledge Exchange	Location:	Thurso
Grade:	NSUP32-35		
Report To:	Director of Research and Knowledge Exchange		

Job Purpose:

- + Provide strong financial and operational support for research and knowledge exchange at UHI North, West and Hebrides.
- + Lead the management of externally funded grants and contracts, making sure funding rules, university policies, and legal requirements are followed.
- + Work with researchers and knowledge exchange staff to secure and manage projects from start to finish.
- + Help build the institution's capacity to grow research activity by improving processes, systems, and support for staff.

Context

UHI North, West, and Hebrides (UHI NWH) Research and Knowledge Exchange (KE) is committed to making a meaningful impact on our local communities by addressing key challenges and opportunities facing the Highlands and Islands. Through research and KE activities, we contribute significantly to the UHI portfolio, enhancing its capacity to drive positive change, support regional development, and foster innovation with global reach.

This role is integral to achieving these objectives. The post holder will be expected to take a proactive approach, demonstrating strong organisational skills and the ability to engage effectively with research, KE, teaching, and support staff at all levels, as well as external stakeholders. They will play a role in delivering and / or supporting research excellence, advancing innovation, and facilitating knowledge exchange to maximise the impact of our work.

A commitment to upholding the highest professional standards and contributing to a culture of research and KE excellence is essential. Due to the nature of this position, the post holder will have access to highly confidential and sensitive information. They will be required to handle such matters with discretion, professionalism, and sound judgment at all times.

The post requires significant interface with stakeholders including:

- NWH Research and KE management group
- NWH Research and KE practitioners
- NWH Finance team
- NWH HR team
- UHI Finance team

- UHI Grants and Contracts team
- External funding agencies (multiple)

Key Accountabilities

- + Grants and contracts
- + Financial management and monitoring
- + Operational support
- + Process development and compliance

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

Grants and Contracts

- + Help researchers find funding opportunities and prepare strong proposals.
- + Check proposals, budgets, and documents to make sure they meet funder and university requirements.
- + Manage the full grant process from submission to closure, keeping everything accurate and on time.
- + Review and agree contract terms with funders and partners.

Financial Management

- + Track budgets and spending to make sure projects stay on plan.
- + Prepare and send financial and progress reports to funders.
- + Work with finance teams to sort out any issues and ensure audit readiness.
- + Prepare annual budgets for the Research and Knowledge Exchange (R&KE) department.
- + Liaise with the finance department to review actual versus budget income, monitor costs, and report on variances.
- + Assist the finance department with cashflow forecasting related to R&KE projects.
- + Prepare ad-hoc financial information and reports as required by R&KE management and the finance department.
- + Provide financial reports and forecasts to support management decisions.
- + Offer guidance and training to staff on grant and financial procedures.

Operational Support

- + Work closely with finance, HR, facilities, and research teams to make it easier for staff to deliver research and knowledge exchange activity.
- + Contribute to discussions in the Research and KE Management Group.
- + Oversee procurement and resource allocation linked to grants.
- + Support compliance with health and safety, data protection, and other university requirements.

Process Development and Compliance

- + Keep accurate records to meet audit standards.
- + Improve and simplify internal processes to make them more efficient.
- + Advise staff on funder rules, policies, and good practice.
- + Support continuous improvement across research support functions.

Quality Indicators

- + Delivery – Completes work on time and to agreed standards with the Line Manager.
- + Teamwork – Makes a meaningful contribution to internal and external teams, providing mentoring or supervision where applicable.
- + Communication – Engages effectively with all relevant stakeholders through clear written and verbal communication in reports, presentations, and collaboration.
- + Customer Service – Delivers high-quality service to key stakeholders, including funders, students, and partners.
- + Time Management – Prioritises tasks effectively and, where appropriate, manages projects efficiently.
- + Systems – Demonstrates competence in relevant software, systems, and processes.
- + Adaptability – Embraces change, adopts new methods, and engages in continuous professional development.
- + Ethics & Integrity – Upholds ethical research practices and academic integrity.
- + Technical Proficiency – Applies appropriate research methods, data analysis, and tools effectively.
- + Policy: Knowledge of, and adherence to the Institutions policy environment

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

Appendix: Personal Attributes Framework First Line Managers/Cross-college Managers/Team-Leaders/Supervisors - Leads a team and/or a specialist function

- Provides a sense of direction for the team, helping them to understand their role and value to the college and UHI.
- Understands what motivates others and adapts own style as appropriate.
- Provides support and guidance when required.
- Guides the performance and development of others through empowerment and delegation.
- Mentors, and coaches staff.
- Delegates tasks that challenge or enhance personal awareness in others. • Motivates others to achieve and overcome obstacles

Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.

- Gives constructive feedback to others
- Holds regular team meetings to discuss progress against objectives and overall performance.
- Seeks and promotes opportunities for collaborative working
- Ensures that staff are fully aware of their responsibilities and have the relevant training and knowledge to enable them to carry out their work effectively.
- Clearly articulates the vision and keeps the focus on change and inspires others to deliver service improvements.
- Gains commitment from others by consulting and involving them
- Is open to discuss/explore change.

Performance – Managing performance of teams across the college and creating development opportunities

- Provides ongoing constructive performance feedback.
- Encourages team members to review their strengths and development needs in line with their role and the personal skills.
- Constructively challenges unacceptable behaviour
- Objectively assesses job knowledge and challenges areas of under-performance
- Agrees performance objectives and service priorities.
- Scopes, plans and manages projects/ resources to deliver to time, quality and cost.

- Sets self and others stretching goals, standards and targets where these will help to improve service.
- Acknowledges, recognises and rewards excellent service.
- Establishes a positive learning environment for staff and students.
- Leading on team self-evaluation and planning for continuous improvement and enhancement.

Person Specification

Criteria	Essential	Desirable
Qualifications	Qualification in Business Administration, Finance, Research Administration, or a related field.	- Bachelor's degree in Business Administration, Finance, Research Administration, or a related field - Membership or accreditation of a relevant professional body
Experience	- Minimum of 3 years of experience in grants and contracts administration, preferably in a higher education or research setting. - Knowledge of public and private funding agency regulations (e.g. UKRI, EU Horizon). - Well-developed problem-solving capabilities - Comprehensive, practical knowledge of the institutional, practices, processes and procedures relevant to the role. - Experience with research administration software and financial management systems. - Experience of dealing with a diverse stakeholder community (internal and external to the institution) - Practical knowledge of service / systems / processes in own work areas required to provide first line advice and guidance to colleagues, stakeholders and customers. - Experience of working/responding independently and dealing with unforeseen problems and circumstances.	- Line management experience. - Participation in large multi-partner projects (e.g. EU Horizon) - Involvement in knowledge exchange, business engagement or commercialisation.
Knowledge & Skills	The role requires a high level of proactivity and strong organisational skills as well as an ability to engage with and support staff at all levels as well as other external bodies - Strong analytical and financial management skills. - Well-developed written and verbal communication skills with the ability to deploy these appropriately in a range of situations - Effective planning and organisational skills, particularly work-flow management, to enable the others	- Practical knowledge of the UHI and UNI NWH practices, processes and procedures relevant to the role. - Working knowledge of the activities of other relevant areas of the University

	activities to meet objectives to agreed standards. • Ability to interpret complex funding guidelines and contractual terms. • Attention to detail and strong problem-solving abilities. • Proficiency in Microsoft Office, particularly Excel, and research administration tools. • Ability to work collaboratively with multiple stakeholders in a rapidly changing environment. • Ability to work adaptively, seeking creative solutions to complex challenges • Able to take decisions within an appropriate level of authority with Line Manager.	
Personal Qualities*	• Focussed on supporting others to achieve their objectives in contribution to institutional strategy • Solutions focussed • Organised and self-motivated • Flexible and adaptable in order to meet deadlines • Respects confidentiality • Ability to act as ambassador for the College in high level external contexts • Also: see personal attributes framework	
Other	• Commitment and ability to undertake and/or continue professional development in a relevant discipline • Clean driving licence • Be willing to work flexible hours when necessary to meet requirements of the post • Be willing to regularly travel on College business, between centres, UHI and within Scotland • Satisfy appropriate Disclosure Scotland checks	• Clean Driving License

*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 35 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a full-time position. This post is open-ended (subject to funding and probationary).
Salary	The salary for this post is on Support Scale Point 32-35, (£40,638 - £43,207 per annum)
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at our Thurso Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

