Job description and person specification

Post title: Grants Officer
Grade: 4
Report to: Grants Office Supervisor

Main duties and responsibilities

- To understand and provide advice to EMBL-EBI Group and Team Leaders on the administrative and financial requirements laid down by different funding bodies
- Provide costing's for applications, and ensure that all administrative stages are completed to deadline
- Read and flag-up EMBL-EBI specific issues in draft contracts and agreements to ensure that these are resolved prior to signature.
- Coordinate, in conjunction with the relevant project manager for large collaborative projects, administrative processes relating to submission, contract negotiation and management of projects.
- Disseminate information on funding opportunities via the internal website to EMBL-EBI Group and Team Leaders
- Liaise with EMBL Budget Office with preparation of expenditure reports for funding bodies - e.g. Checking costs are eligible. Liaise with EMBL Lawyer and EMBLEM (EMBL Technology Transfer) on legal and Intellectual Property Rights issues.
- Maintain information on grant management systems, keeping relevant electronic paper-based records on file, and producing reports for senior management.
- Liaise with Group and Team Leaders and personnel to ensure sufficient funding is available for recruitment and renewal of contracts of staff.
- Provide assistance to the EMBL-EBI Grants Office Supervisor on cost modelling for the Head of EMBL-EBI Administration, on contract overhangs, preparation of reports and statistics.
- Represent EMBL at meetings with funding bodies, regional meetings and attend conferences/workshops as required
- To undertake any other duties as required by the Senior Finance Officer or Head of EMBL-EBI Administration.

Person Specification

Education and Experience

- Proven administration skills Essential
- Understanding and empathy of an international research environment Desirable
- Administration of research grants and contracts (though training will be provided) Desirable
- Experience of working in an academic/educational environment Desirable

IT Skills

- High level of competence with PC Windows packages including Office (Word, Excel) Essential
- Experience in working with SAP, including BI Desirable

Organisational Skills
• Ability to prioritise, organise and work independently
  Essential
• Ability to meet deadlines and handle a heavy workload
  Essential
• High level of accuracy and attention to detail
  Essential
• High degree of numeracy and confidence with figures
  Essential
• To be able to maintain relevant administrative and finance records
  Essential
• Ability to identify potential problems and solve them
  Essential

**Interpersonal Skills**
• Excellent spoken and written English
  Essential
• Ability to manage highly confidential matters with diplomacy and tact
  Essential
• Ability to work independently but as part of a wider administration team
  Essential
• Experience in dealing with staff from a number of other European countries
  Desirable
  and understanding cultural differences