|  |  |  |  |
| --- | --- | --- | --- |
| **Role title:** | Research Grant Manager | **Responsible to:** | Head of MPS Foundation |
| **Division:** | CEO | **Department:** | MPS Foundation |
| **Direct Reports and Level:** | 0 direct reports  | **Scope:** | Worldwide delivery of research grants and commissions. |
| **Scale:** |  |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 2  | **Role Family** | Group Corporate Functions |

|  |
| --- |
| **Overall Role Purpose** |
| The purpose of the role is to support the MPS Foundation in the delivery of its programme of activities, including Grants, Research Competitions and Commissioned Research. This will involve identifying potential annual grant priorities and themes to monitoring successful Grant applicants. You will also disseminate research findings for the benefit of Members and Clients. |

|  |  |
| --- | --- |
| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational Leadership** * Supporting all aspects of annual research grant programme, including: researching potential call themes, advising potential applicants, revising application forms and guidance documents, reviewing and short-listing of applications for funding, coordinating and managing the peer review process, managing the Research Committee, coordinating and attending review meetings and providing feedback to successful and unsuccessful applicants
* Demonstrate the discipline and ability to work autonomously and be a self-starter to support the delivery of the overall MPS Foundation strategy, business performance, and reinforces the desired culture and delivery of strategic priorities.
* Support the development and delivery of the MPS Foundation strategy and programme to plan, cost and quality
* Lead on assigned MPS Foundation priorities and roll out other projects/initiatives within MPS Foundation ensuring delivery of projects to time, cost and quality.
 | * Successful delivery of MPS Foundation Grants and Programmes to plan
* Department engagement index Vs plan
 |
| **Financial*** Work with MPS Foundation leaders to set and deliver the budget ensuring an efficient and effective progarmme of Research activities which minimises cost and maximises outcomes and outputs without compromising quality.
* Manage spend within organisation policy, reporting on variance to budget to the MPS Foundation leadership team
 | * Grant budget vs Plan
* Competition budget vs Plan
* Research budgets vs Plan
 |
| **Member*** Ensure that outcomes and outputs from MPS Foundation’s activities are disseminated effectively and appropriately to maximise the benefit for Members and Clients.
* Monitor and provide robust challenge of emerging risks and issues arising from MPS Foundation activities which fail to deliver appropriate and consistent outcomes for members and clients or are likely to have a material adverse effect on the Group, its operation or financial security
* Support a culture and capability in Lean / continuous improvement to drive operational efficiency and great member experiences and outcomes.
 | * Net promoter score
 |
| **People*** Take personal accountability for own professional knowledge, training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
* Engage with internal and external stakeholders to support the delivery of the MPS Foundation’s goals and priorities
 | * Delivery of Personal Development Plan to plan
 |
| **Risk*** Identify and report risks and issues identified within MPS Foundation and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues.
 | * Risk & Control Self- Assessments
* Audit Actions
 |

|  |
| --- |
| **Responsibilities (RACI)** |
| * Undertaking due diligence of proposals based on critical assessment of projects, including reviewing the rationale, and supported by senior members of the team, analysis of value for money.
* Negotiating funding agreements for projects recommended for funding, including the negotiation of milestones, financial arrangements and reporting requirements to enable successful project progression
* Managing a portfolio of funded projects, including monitoring of scientific and financial performance.
* Representing the Foundation’s perspective at project meetings to facilitate successful project development, and promoting and representing funding programmes at external meetings
* Pro-actively contribute to and participate in the continuous improvement of the Foundations Programmes and Activities
* Source, review and disseminate published and unpublished research that align with MPS and the MPS Foundation’s priorities

Pro-actively contribute to and participate in the continuous improvement of the regranting programmePro-actively contribute to and participate in the continuous improvement of the regranting programmePro-actively contribute to and participate in the continuous improvement of the regranting programme* Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role.
 |

|  |
| --- |
| **Key Governance Responsibilities** |
| * Attend MPS Foundation Board and Research Committee as required
 |

|  |  |
| --- | --- |
| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Thorough knowledge and understanding of work practices, processes and procedures relevant to the research grant process
 | * Excellent planning and organisational skills, able to prioritise and manage multiple tasks, working to challenging targets and deadlines
* Excellent analytical and problem-solving skills, with the ability to critically analyse complex scientific, technical and/or clinical subjects
* Self-motivated and able to work with minimal supervision
* Committed team player with an ability to build effective working relationships
* Excellent communication, presentation and writing skills
* Good financial awareness
* Good IT skills
 | * Experience of working in a research environment
* Experience of managing diverse internal and external relationships
* Experience of research grant management
* Experience of team working and working as part of a small team
 |
| **Desirable** | * A degree in biomedical, health or social sciences
* Knowledge of the health and care research landscape
* Knowledge of global health markets, particularly in relation to MPS
 | * Project and Programme management skills
 | * Experience in research management
* Experience of due diligence, legal and financial risk management

Experience in reviewing the  |