

CMAC Funding Manager

Department	Strathclyde Institute of Pharmacy and Biomedical Sciences (www.strath.ac.uk/sipbs/)		
Faculty	Faculty of Science (www.strath.ac.uk/science/)		
Staff Category	Administrative and Professional	Reference No	99462
Reports To	Craig Johnston, Industry Director	Grade:	8
Salary Range:	£39992 - £49149	Contract Type:	Fixed Term (12 months)
FTE:	1 (35 hours/week)	Closing Date	Sunday, 17 December 2017

Job Advert

The University of Strathclyde is home to the Centre for Continuous Manufacturing and Advanced Crystallisation (CMAC). The CMAC Future Manufacturing Research Hub will address the urgent need to translate new molecules into high-value products through rapid predictive development pathways and integrated continuous manufacturing systems, enabling more personalised, responsive and flexible product provision through digitalised supply chains. Building on the significant success of the EPSRC Centre for Innovative Manufacturing in Continuous Manufacturing and Crystallisation (CMAC CIM), and informed by extensive engagement with national and global industry, end-users, technology providers, international academic programmes and regulatory agencies, the industry-academic team has co-created an ambitious CMAC Future Manufacturing Research Hub Vision.

The shared vision, scope, and programme for CMAC has been developed through close collaboration with industry. The continued support from industry partners has been at the core of CMAC's success. GSK, AZ, Bayer, Lilly, Novartis, Roche and Takeda having seats on the Board along with a Tier 2 member representing 17 technology companies. The Industry Technical Committee provide co-ordinated and sustained mentoring, direction and support for CMAC's research, training, and outreach programmes. Each Tier 1 partner has ran or is running a number of proprietary projects applicable to their own portfolio. As an example of collaboration CMAC helped create a new consortium, Project Remedies, a £23m Advanced Manufacturing Supply Chain Initiative led by GSK and comprising 22 partners (including 11 SME's) aimed at reconfiguring the manufacturing supply chain for medicines on a global scale.

Applications are invited from candidates seeking a challenging role to work as part of a small, dynamic team integrating closely with the academic leadership of the partner universities and the industrial Members. Based in the University, and reporting to the CMAC Industry Director, you will be responsible for the development of grant income to the Centre, identifying relevant opportunities and sources of investment. You will have an honours degree in a Science/Engineering subject with knowledge of the Higher Education funding landscape and experience in applying for grants. Due to the nature of CMAC, you will require to be very flexible in the duties undertaken.

Job Description

Brief Outline of Job:

You will be responsible for the development of grant applications (and post-award management) for CMAC projects where external funding and investment is sought; identify relevant opportunities and sources of investment; contribute to the longer-term sustainability plan, particularly with regard to InnovateUK, EPSRC and EU investment; have a lead role in disseminating funding intelligence; provide advice on the preparation and costing of research bids; scrutinise grant agreements, support electronic submissions and liaise with external funding bodies and other collaborators.

The post is complex with a balance to be maintained between in and outward-facing. You will have a large degree of autonomy working with external clients and thus a significant amount of responsibility. Much of the Centre's funding is self-generated and so the Centre has tight financial constraints; you will therefore ensure that projects operate successfully within these constraints. It is envisaged that the post-holder will work with 5-10 major external proposals per annum. Due to the nature of the projects that will be pursued, it is expected that the post-holder will have extensive pharmaceutical industry experience, particularly in operations management, capital project management, as well as higher education experience in pre-competitive collaboration technology application projects, the UK funding landscape and working with academics, innovation centres, government, technology companies, CMOs and large pharmaceutical companies. An understanding of and experience of working on pharmaceutical supply chain and associated innovation challenges is crucial.

Main Activities/Responsibilities:

1.	Actively work with key academic partners and industrial partners to open up and expand high priority research collaboration opportunities, to win new business and diversify the research and enterprise income of CMAC. Enabled via support for the development and operation of efficient administrative systems and procedures for the processing, recording and monitoring of all University research grant applications. (30%)
2.	Develop and maintain key strategic relationships with government, EU, industrial and other funding partners. Maintain and deploy excellent knowledge of funding streams relevant to CMAC aims and objectives (UK and International) to identify and secure significant collaboration opportunities such as EU consortia. Develop an understanding of industry short, middle and long-term research needs that could be met by CMAC and build relationships and information sources from a wide network. (30%)
3.	Support research grant applications to ensure high quality submissions and maximise external research funding. Engage with a range of funding bodies and external collaborators, provide advice with the drafting, costing and reviewing of applications to ensure compliance with funder and University of Strathclyde regulations. Support the provision of management information from internal and external databases relating to research and knowledge transfer. Work closely with the marketing and communications manager in developing strategies/materials in order to raise the international awareness of CMAC capability. (20%)
4.	Research and disseminate targeted information to staff within CMAC on funding and policy developments in research related activities; this includes providing reports, guidance, promotional material and management information as required. (10%)
5.	Where requested support HUB planning and management activities. (10%)
6.	<p>The post-holder will be able to plan a diverse workload of complex, over-lapping tasks. This will include:</p> <ul style="list-style-type: none"> • Promote increased engagement with funding agencies and industry. Deputise for senior academics at networking events/conferences for research funding development purposes. • Use expertise and knowledge of sector/markets to identify new opportunities for collaboration and exploitation of research capability and facilities. • Support the development and maintenance of strategic relationships with key external funding bodies. Relationship building and maintenance with key commercial research partners, government agencies and international organisations. • Support the development of large cross-disciplinary funding bids.
7.	<p>The post-holder will require considerable problem solving capabilities:</p> <ul style="list-style-type: none"> • Work with the CMAC team and all stakeholders to solve problems, staffing challenges, budget constraints, and complex prioritisation. • Negotiate with external collaborators and clients to understand and prioritise goals and requirements. • Perform detailed risk analysis and produce active risk management plans for CMAC.
8.	<p>The post-holder will be expected to operate with a high degree of autonomy, making a range of independent decisions:</p> <ul style="list-style-type: none"> • Advise on complex and strategic projects that require bespoke arrangements, ensuring terms and conditions are appropriate and consistent with University policy/strategy. Work closely with the legal team to ensure any bespoke agreement adequately reflects the collaboration's requirements. • Undertake consideration of risk and recommend research applications for authorisation; ensuring quality applications that uphold the external research reputation of the University, minimise risk to CMAC and its partner universities and comply with legal contract and governance frameworks. • Project manage and facilitate, in consultation with academics, the strategic use of CMAC facilities and personnel in order to leverage research income – always ensuring an appropriate cost/benefit ratio from the use of CMAC resource. This may include the negotiation of large-scale research collaborations and the development of business plans for large programme grants/bids and input to strategic proposals.
9.	Key Contacts/Relationships:

- Represent CMAC to external academic and commercial clients.
- Represent CMAC to funding bodies such as the IUK, RCUK, EU, SE.
- Represent CMAC at national and international level in project technical fields, for instance at conferences, workshops and by general contacts.

10. Engage in continuous professional development.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- E1 Honours degree or higher in a Science/Engineering subject.
- E2 Higher degree qualifications, preferably a Master's degree in Business Administration or equivalent.
- E3 Certificate in Knowledge Exchange or equivalent experience in delivering knowledge exchange and collaboration projects.

Experience

- E4 Knowledge of research support activities preferably in Higher Education, knowledge of the priorities and strategies of the main UK research funders, experience (ideally) of personally securing external funding.
- E5 Experience of scrutinising grant agreements to ensure they are acceptable to the University and understood by researchers.
- E6 Experience developing and managing pre-competitive innovation and technology collaboration projects in pharmaceutical manufacturing environment.
- E7 Knowledge of pharmaceutical supply chain and associated innovation challenges. Importantly, in continuous manufacturing adoption practices and associated assessment of new technology application.
- E8 Experience in operations and capital project management in the life science sector. Particularly the requirements for cGMP as it relates to manufacturing processes and equipment.
- E9 Knowledge of continuous manufacturing of pharmaceutical drug substance and drug products. Importantly, relationships with SMEs and equipment suppliers that will help deliver on collaboration projects.
- E10 Experience working with industry, government and academia to deliver high value collaboration programmes.
- E11 Excellent, proven interpersonal, verbal and written communications skills with the ability to communicate complex information clearly; this includes the preparation of reports, promotional material, web content and standard operational procedures.
- E12 Demonstrated ability to manage and supervise a staff team; experience of delivering staff training and development activities. Importantly, ability to form good working relationships both within a team and at a range of different levels internally and externally to the University.

Job Related Skills and Achievements

- E13 Proven skills in financial management; ability to prepare accurate budgets within funding body rules, provision of bid development support, experience of management information reporting and post-award support.
- E14 Strong analytical and report writing skills with experience of preparing reports for the Governing and Advisory Boards with recommendations for process improvement.
- E15 Proven skills in project management.
- E16 Strong presentation preparation and delivery skills.
- E17 Proficiency with office computer equipment and software including the use of standard Microsoft Office packages e.g. Word and Excel.

Personal Attributes

E18 Excellent, proven interpersonal, verbal and written communication skills with the ability to communicate complex information clearly; this included the preparation of reports, promotional material, web content and standard operational procedures.

E19 Ability to lead initiatives and delegate tasks to ensure delivery. Excellent negotiation and persuasion skills.

E20 Ability to work collaboratively across and outwith the University.

E21 Ability to work independently and manage often conflicting requirements and find satisfactory solutions whilst maintaining positive relationships with all parties involved.

E22 Ability to influence decision-makers.

Other Relevant Factors

E23 Ability to handle confidential information securely and sensitively.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Craig Johnston, Industry Director (craig.johnston.101@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held in January 2018.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2016