



School of Health and Medical Sciences
Institute for Infection and Immunity
Centre for Neonatal and Paediatric Infection
Research Funding Manager

Ref: 678-26-R

JOB DESCRIPTION

Post Title	Research Funding Manager
Grade	CSG 7
Contract type	12 months fixed term
Responsible to	Dr Tatiana Munera Huertas, Operations Manager
Accountable to	Prof Paul Heath, Prof Julia Bielicki, Prof Mike Sharland
Responsible for	
Liaises with	The Centre for Neonatal and Paediatric Infectious Diseases (CNPI) Operations Manager and Group Leads as well as the Joint research and Enterprise Service (JRES) and individual Principal Investigators

Overall purpose of job

This is an exciting opportunity for a Research Funding Manager to take part in a range of ongoing clinical research studies within the Centre for Neonatal and Paediatric Infection (CNPI).

The post-holder will be responsible for managing complex research projects at CNPI, from identification of funding opportunities through to project completion, including all aspects of pre- and post-award administration, ensuring compliance with CSG and funder regulations. This involves hands-on support and administration of complex proposals and/or projects establishing good communication and appropriate approval processes with the JRES funding team.

The postholder will also be responsible for systems development relating to CNPI research.



The post-holder will be expected to provide professional advice, support and training as required to the CNPI Project Management Team.

The post-holders will liaise closely with teams in the JRES to deliver effective support to the Principal Investigators during the funding application phase as well as the post-award financial activities. One of the post-holder primary responsibilities is to have expert and specialised knowledge of the funding opportunities and research policy priorities of the EC as implemented through their ongoing programmes. They should develop expert knowledge to recommend funding opportunities, by disseminating information on EU R&I funding to key target groups speedily, effectively and efficiently.

The post holder will need to be a highly effective and confident communicator, responsible for supporting academic staff across the School and for liaising with colleagues at collaborating institutions around the world and with funding agencies, often working to tight deadlines.

The Centre for Neonatal and Paediatric Infection (CNPI)

Professor Paul Heath and Professor Mike Sharland have developed the Centre for Neonatal and Paediatric Infection (CNPI) which has undertaken a variety of projects and studies in children focusing on the epidemiology of vaccine-preventable diseases, clinical vaccine trials, cohort studies, perinatal infections and optimisation of the best use of antimicrobials in children. The CNPI attracts funding from major research bodies in the UK and Europe including the European Union (EU), the European Commission (EC), Action Medical Research (AMR), Meningitis Research Foundation (MRF) and many commercial companies focused on research.

The post holder will support the following CNPI research teams:

- The Anti-Microbial Resistance (AMR) Team, which focuses on research to optimise the use of Antimicrobials to prevent and treat newborn and child infections. It is led by Professor Mike Sharland and Prof Julia Bielicki, who are the UK and Europe's leading experts in antimicrobial prescribing, resistance and healthcare associated infection in children.
- The St George's Vaccine Institute Team is led by Professor Paul Heath and Dr Catherine Cosgrove. It focuses on the epidemiology of vaccine-preventable diseases, human clinical trials of paediatric, pregnancy and adult vaccines and studies vaccines against infectious diseases plaguing the most underprivileged members of the world. The team consists of consultants in infectious diseases, obstetricians, clinical research fellows, research nurses, research midwives and a project management team.

1. Main Duties and Responsibilities

Leading on complex research projects

- Provide direct support to applicants, focusing on large, complex and/or collaborative bids to funders.
- Develop and maintain specialist knowledge of complex funders, including particularly European Commission, EDCTP, NIHR, UKRI and Wellcome Trust and be the specialist at CNPI for such funders.



- Put in place the framework to manage large/complex projects, including setting up monitoring and evaluation frameworks and indicators, and communicating the requirements clearly internally and externally.
- Ensure that account reconciliations, expenditure statements, invoices and other accounting documents are internally maintained within CNPI and submitted to JRES in a timely manner to enable effective monitoring of grants.
- Ensure that budget reports to investigators are updated regularly, reflecting actual (and, where possible, committed) expenditure at the date of preparation.
- Establish research project plans and risk management plans for sponsored, investigator lead or large EU /EDCTP CNPI research studies and discuss this regularly with your line manager.

Supporting, mentoring and training

- Training the project management team in budget management and invoicing for individual studies.
- Supporting and working with the project management team to prepare financial reports.

Develop, maintain, and continuously monitor adherence to a specialist standard of knowledge in an area or areas of EU and UK funding

- Horizon scan, research, collate, and review available literature including Work Programmes
- Develop a virtual network of information sources of external experts including National Contact Points and EC officers.
- Translate knowledge to provide expert advice and recommendations to produce at least quarterly funding development reports usable as forecasting by the CNPI operations manager
- Maintain a database of key funder terms and eligibility/costing criteria. databases required.
- Check budgets and expenditure reports prior to submission to JRES as required, ensuring that they are in line with the project and funders' terms and conditions.
- Work closely with JRES / Finance Department staff to ensure that auditing requirements are met in relation to specific project grants.
- Lead on other projects, policy/procedure development relating as requested.



Developing systems and procedures and provide on-going specialist analysis and advice on matters related to contractual policy

- When required, use specialist knowledge to advise the Operations Manager and the Principal on interpretation of the model Grant Agreement and other funder requirements.
- When required, work in collaboration with the CSG legal team on the preparation of and amendments to the Grant Agreement
- Work with the JRES team to identify areas for improvement and development and propose and implement new approaches and procedures.
- Develop, document and keep under review operating procedures relating to research development and financial administration of research projects internal systems, as required.

Liaison with funders and collaborators

- Liaise with funders, research collaborators and other external organisations where required to enable the effective development of streamlined, harmonised research support processes and efficient financial management of research grants and contracts, discussing appropriate agreements with the CSG legal team.

Collaborate and coordinate with the Operations Manager the overall team strategy

- Actively participate in the long-term team strategy, contributing to vision setting, multi-year planning, capability building, and alignment with organisational goals.
- Facilitate strategic discussions providing actual financial position, considerations and forecasting
- Devise consistent data recording methods to enable analysis of and tracking of projects and financial team position.

Project Management and Coordination

- Support the project management team with the effective and efficient delivery of all aspects of multiple studies through all phases of Clinical Project Management, in accordance with the appropriate quality standards including ICH/GCP and applicable regulations.
- Work closely with the Senior Research / Clinical Trial Manager and Group Lead, Operations Managers, Principal Investigator and Chief Investigators in the recruitment of participating clinicians and hospitals to create large collaborative groups for trials.
- When required, assist the Principal Investigator with the preparation of scientific and financial project reports as well as deliverables and milestones submission.



- Collate, write and disseminate project reports and updates for the project coordinators or funding bodies.
- Submission of reports to the sponsor/funder and other project coordinators or funding bodies as and when required and presenting regular progress reports on research to members of the research group or to external audiences.
- Support the development of relevant ethical (IRB) and R&D approvals of the CNPI projects.
- Support the development of clinical protocols to obtain relevant research material.
- Work together with the Senior Research / Clinical Trial Manager and Group Lead to locate and assess the suitability of facilities at a study centre; liaising with doctors/consultants (or investigators) on conducting the trial; setting up the study centres, which includes ensuring each centre has the trial materials and training site staff to trial-specific standards; training site staff involved in conducting trials; assist with trial monitoring throughout its duration, which involves visiting the study centres on a semi-regular basis.
- Monitor and documenting the group's attainment of milestones and objectives.
- Assist monitoring progress in each sub project to allow early recognition of any difficulties facing individual participants. Where possible, to facilitate a resolution through which a milestone or objective can still be achieved in good time. Receipt and documentation of deliverables from all participants.
- Provide assistance to the project leaders as required, particularly in preparation of submissions annual and final reports.
- Facilitate interactions and information dissemination between the CSG team and wider consortiums.

Personal Development

- Keep up-to-date with literature relating to clinical research, finances and regulations.
- Identify training needs to maintain and develop role and ensure mandatory training updates are undertaken in a timely manner.
- Be responsible for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.



You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

2. Special Factors

The post holder may be required to travel, mainly within Europe.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	A first degree or equivalent qualification/ experience.	E	AF
	Professional project management / financial management qualification or any additional related qualifications	E	AF
Experience	Experience of managing and coordinating complex research projects in a university throughout the project lifecycle, including EU projects, overseas projects, and multiple partner projects, setting and managing the framework for running the project.	E	AF, INT, SS1
	Research experience in the fields of paediatrics/neonatal or epidemiology or infectious diseases or global health (or similar)	E	AF, SS2 , INT
	Experience of writing, reviewing and implementing standard operating procedures.	E	AF, INT
	Previous experience with project budgets/finances	E	AF, SS3 , INT
	Experience managing a team	D	AF, INT
	Ability to cope with a heavy and multi- stranded workload and to support others in doing so	E	AF, INT, SS4
Knowledge/ Skills	Ability to identify, monitor and facilitate resolution of issues - negotiation and facilitation skills	E	AF, INT
	Ability to manage large datasets, ensuring data is handled confidentially and within policy and guidelines.	D	AF, INT

	Expert knowledge and understanding of the range of strategic and operational issues pertaining to research management across the whole research funding lifecycle.	E	AF, INT
	The ability to read and analyse complex documents and extract salient information to give clear explanations and advice to colleagues at all levels of experience and seniority	E	AF, INT
	Project management skills, experience of planning and managing projects, and the ability to plan, manage and deliver complex projects, involving multiple agencies and individuals and a range of tasks, to tight deadlines	E	AF, INT
	Negotiation skills and experience of negotiating with external bodies to achieve organisational objectives	E	AF, INT, SS5
Personal Attributes	Excellent communication and presentational skills, both written and oral, and experience of communicating complex issues to a variety of audiences, and the ability to liaise effectively with senior colleagues both within and outside the organisation	E	AF, INT
	Ordered, organised and able to determine priorities for self and team	E	AF, INT
	Proactive attitude with the ability to think and plan ahead	E	INT
	Enthusiastic and positive approach to work	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.



Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

3. Date

September 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as 'world-leading' 4* (40%) and 'internationally excellent' 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



School of Health and Medical Sciences currently offers a range of employee benefits:

Salary:	£51,753 pa , (pro-rated for part-time staff). The starting salary range for CSG7 is £51,753- £53,301 and appointment is usually made at the minimum point.
Hours:	35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.
Annual leave:	30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.
Pension:	Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working	Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.
Travel	City St George's, University of London offers an interest free season ticket loan and participates in the Cycle to Work Scheme .
Gift Aid	If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.
Sports and Leisure Facilities	<p>Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.</p> <p>Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact Tooting Leisure Centre.</p>



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: tmunerah@citystgeorges.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **Sunday 15 March 2026**

Interview date to be confirmed. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **678-26-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

