Royal College of Surgeons of England
ADVANCING SURGICAL CARE

Job description

Job title:	**Grant systems administrator**
Grade:	2b *subject to job evaluation* 8-month contract to cover 26/27 grant cycle.
Department:	Research
Responsible for:	n/a
Accountable to:	Head of Research Operations

Job purpose

The Grant systems administrator will work with and provide support to the Research team across the software systems that are used to manage the end-to-end lifecycle of our full portfolio of grants and fellowships.
This will mainly involve using cloud-based Flexi-Grant Software to streamline applications, peer reviews, reporting and financial tracking, but will also involve F&SCM, CRM and Sitecore.

Key responsibilities

Application Management
Work with the Research fellowship programme manager to:

- Design application forms on Flexigrant, using existing templates, modifying where needed and test thoroughly before going live.
- Check web page and ensure information is up to date.
- Respond to routine applicant enquiries, either by providing clear and helpful information about application processes and requirements, or by resolving system errors.
- Performing initial eligibility checks using Flexigrant and the CRM. Alert team to eligibility queries.
- Check that where requested, all the relevant documentation has been uploaded by the applicants.
- Move eligible applications through to the next stage on Flexigrant.
- Set up committee workspaces where needed
- Help to compile the data needed for feedback calls

Review Process Oversight
Work with the Research fellowship programme manager to:

- Assign reviewers to applications
- Track scoring and reviews, chase reviewers.
- Source and allocate new reviewers if needed
- Provide regular review status updates to team using Flexigrant

Financial & Compliance Tracking
Support the Head of Research in the financial tracking of all awards:

- Check finance forms submitted by research fellows, to ensure salary costs are in line with payscales
- Raise Purchase Orders on F&SCM for grant payments
- Record POs raised and track progress
- Submit invoices when POs authorised, and follow progress
- Keep records of all invoices submitted.
- Respond to supplier queries re payment and work with finance team to resolve, where appropriate
- Monitor invoices submitted, and contact suppliers for outstanding

Reporting & Data Analytics
Working with the Research fellowship programme manager use Flexigrant to:

- Generate real-time progress for applications
- Generate peer review status reports
- Generate ranked lists of scores as part of shortlisting process
- Set up individual reporting dates
- Generate DEI and other reports using insight tools
- Assist with the production of the 5 year research report

Faculty of Dental Surgery awards

- Work with the Head of Research and the finance team to determine the financial status of all historic awards
- Chase unsubmitted invoices
- Generate invoices for unclaimed income
- Help to compile a full historic list of FDS awards and determine reporting status
- Chase unsubmitted reports

Website
Assist the research team with updating web pages when necessary, using site core

Branding
Assist the research team to implement the new branding across all award packs and research documentation.

This job description is intended as a dynamic framework to guide the main responsibilities and expectations of the role. As our organisation evolves, the scope of this role may adapt to meet changing needs and priorities. Flexibility, a willingness to take on new challenges, and a commitment to ongoing development are essential. The duties outlined here are not exhaustive; the post holder may be asked to take on additional responsibilities as required, in line with the evolving nature of the role and the organisation.

September 2026

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Person specification

System Proficiency: Strong familiarity with

- Flexi-Grant Software or comparable grant management,
- Eligibility checking using grant management eligibility tools and a CRM,
- Raising purchase orders and tracking payment through a finance system
- Constructing/editing web pages using site core or comparable system
- Using database tools for analytical work and reporting.
- Proficiency in the use of Word, Excel, Sharepoint

Administrative Expertise:

- High attention to detail
- Exceptional organizational, time-management, record-keeping abilities.
- Ability to prioritise tasks and consistently meet deadlines
- Demonstrable understanding of research grant management within the charity sector is desirable
- Experience of providing effective administrative and programme coordination.
- Good problem-solving skills and the ability to recognise when an issue needs to be escalated.
- Ability to take initiative and use sound judgement within established procedures.
- Ability to work independently and as part of a small team.

Communication:

- Professional written and verbal communication skills
- a 'can do' approach, to liaise smoothly with applicants and internal teams
- Commitment to providing a high standard of applicant and stakeholder support.

Financial Literacy: Basic background in

- budget tracking,
- processing authorized expenditures,
- grant compliance standards.

The post holder will also need to demonstrate the following values:

Collaboration	**We embrace our collective responsibilities working collaboratively and as one college.**
	• We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work

Respect	**We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.**
	• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team

Excellence	**We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.**
	• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We are committed to creating an inclusive environment where everyone feels they belong and can thrive.