

# Job Description

# Prifysgol Wreccsam Wrexham University



<b>Faculty/Department</b>	Enterprise Office
<b>Section</b>	Enterprise
<b>Job Title</b>	Funding Relationship and Reporting Manager
<b>Reports to</b>	Head of Enterprise
<b>Grade</b>	S&AP1

## Principal Accountabilities

As an industry-focused institution, the University plays a leading role in engaging with industry, aligning academic expertise with business need to support innovation, skills development and regional economic growth. This role is central to enabling this activity through the effective management, coordination and assurance of strategically important funded projects.

The role is responsible for ensuring the effective delivery and compliance of major funded projects that align with the University's Campus 2030 strategy and future initiatives (e.g, Ambition North Wales/Growth Deal, Welsh Gov, UK Gov, Medr, and Investment Zone funded projects). This includes safeguarding the achievement of outputs, outcomes, and benefits as defined by funders and institutional objectives.

As the primary liaison with major external funders, the postholder will maintain strong, collaborative relationships and ensure transparent communication. They will act as relationship manager, representing the University's interests and providing timely updates on project progress and KPIs.

The role will provide operational leadership for large-scale funded projects, overseeing project management activities such as task allocation, risk management, compliance and ensuring the delivery of project actions successfully achieve the outputs, outcomes and benefits for the projects. This includes coordinating resources and ensuring that all operational aspects are executed efficiently. The role will also support the optimisation of funding recovery by ensuring that project management activity is appropriately captured within grant claims and eligible overhead allocations where applicable.

A key accountability is to uphold compliance standards by ensuring adherence to funder requirements, procurement regulations, and contractual obligations relevant for delivery of major project's operational KPIs. The role requires close collaboration within the Enterprise team, with other internal teams across the university, including, academic faculties, Legal, Finance, and Procurement, as well as external stakeholders. The role is critical in safeguarding the University's financial and reputational position by mitigating institutional risk associated with externally funded activity, ensuring that funding is protected through robust governance, compliance and project delivery.

## Key Tasks

- Provide strategic oversight of project performance, using KPIs, dashboards and reporting tools to advise senior leadership on progress, risks and emerging issues.
- Gather, validate, and maintain evidence of outputs, outcomes and benefits for high value, major funded projects (e.g., Campus 2030, Ambition North Wales, Welsh Gov, UK Gov, Medr, Investment Zone). ensuring robust governance and full audit readiness.
- File and log evidence in funder portals and ensure timely, accurate reporting, working proactively to anticipate and resolve issues before submission deadlines
- Ensure and audit spending objectives required for funded projects are on track and provide forecast, projections, risks associated with such objectives.
- Monitor compliance and evidence requirements to minimise financial and contractual risks, ensuring all reporting, claims and documentation meet funder standards and withstand external scrutiny.
- Act as the primary point of contact for major funders, responding to queries and providing clear, authoritative project updates.
- Organise, lead and facilitate collaborative meetings and seminars involving internal teams and external partners engaged in the funded projects, ensuring alignment with strategic objectives.
- Contribute to institutional reporting requirements linked to externally funded activity (e.g. HEBCIS and other statutory or strategic returns), ensuring data accuracy, consistency and alignment with project outputs and outcomes.
- Organise, allocate and monitor tasks allocated to stakeholders in operations or strategy meetings relevant to funded projects.
- Liaise with internal colleagues and external organisations for tender notices, market notices and public procurement activities, ensuring full adherence to procurement regulations.
- The postholder will provide update and assurance to senior leadership on project performance and compliance, and will escalate risks and issues where necessary to support informed decision-making.
- Coordinate project governance structures, preparing papers, briefings and summaries for internal committees and external oversight bodies.
- The role operates at an institutional level, requiring the ability to coordinate activity across faculties and professional services, ensuring consistent and compliant delivery of funded programmes.
- Support the greater Innovation and Commercialisation team alongside legal teams to

furnish contractual agreements and clauses that positively impact project outcomes, ensuring contracts align with funder requirements and institutional priorities.

- Develop and maintain strong, collaborative relationships with senior leaders across the University and partner organisations to support successful delivery and long-term project impact.
- Undertake other duties as may reasonably be required within the remit of the post, under the direction of the Head of Enterprise

## Special Features

The role carries a cross-university remit and requires close working with senior colleagues, external funders and partner organisations. It involves managing complex funding requirements, interpreting regulations, and ensuring projects remain fully compliant and audit-ready. The postholder is expected to exercise a high degree of professional judgement, operate with autonomy, and provide clear advice and assurance to senior leaders.

Occasional travel to funder and partner meetings may be required.

## General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

## **Review**

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

# Person Specification

**Job Title:** **Funding Relationship and Reporting Manager**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Strong customer focus and service delivery achievement.	A/I	E
		1.2	Skilled negotiator at all levels	A/I	E
		1.3	High level of professionalism and commitment	A/I	E
		1.4	Data Analytics Skills	A/I	E
		1.5	Strong commercial skills	A/I	E
		1.6	Strong writing skills	A/I	E
		1.7	Experience in managing outputs for funded projects in HEI settings	A/I	D
		1.8	Strong understanding of governance, compliance and audit requirements associated with externally funded programmes	A/I	E
2	General & Specialist Knowledge	2.1	Knowledge of governance, compliance, audit and assurance requirements associated with externally funded programmes.	A/I	E
		2.2	Knowledge of monitoring and evidencing project outputs, outcomes, benefits and KPI delivery in line with funder requirements.	A/I	E
		2.3	Knowledge of the higher education and public funding landscape, particularly in relation to strategic and externally funded projects.	A/I	D
		2.4	Knowledge of procurement and contractual	A/I	E

			requirements relevant to the delivery of publicly funded projects.		
3	Education & Training	3.1	Bachelor's degree	A/I	E
		3.2	Post-graduate qualification	A/I	D
4	Relevant Experience	4.1	Business Management experience in project outcome, outputs, benefits and other KPI based tracking mechanisms for large complex projects	A/I	E
		4.2	Client management experience	A/I	E
		4.3	Experience of presentation delivery & business case construction	A/IA/I	E
		4.4	Experience in the development and furnishing of commercial and operational based legal clauses for project outputs and KPIs	A/I	D
		4.5	Experience of the HE environment and associate funding landscapes	A/I	D
		4.6	Experience with data analytics methodologies	A/I	D
5	Special Requirements	5.1	The ability to communicate in Welsh	A I	D
<b>Date of Revision</b>			[]		

<b>Key</b>	<b>Identification Method</b>	<b>A</b>	Application Form
		<b>I</b>	Interview
		<b>T</b>	Test
		<b>C</b>	Copy of Certificates
		<b>P</b>	Presentation
		<b>G</b>	Group Assessment

	Rank	E	Essential
		D	Desirable

Our Values. Our Values. Our Values. Our Values. Our Values.

**Excellence. Inclusion. Collaboration. Transformation. Sustainability.**

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