



Swansea University
Prifysgol Abertawe

COLLEGE HUBS

PLANNING AND STRATEGIC
PROJECTS UNIT

RESEARCH, ENGAGEMENT
& INNOVATION SERVICES

FINANCE (PROCUREMENT)

“ SEAMLESS LOCAL PROFESSIONAL SERVICES ”

A decorative graphic at the bottom of the page consisting of several overlapping, wavy white lines that create a sense of movement and flow.



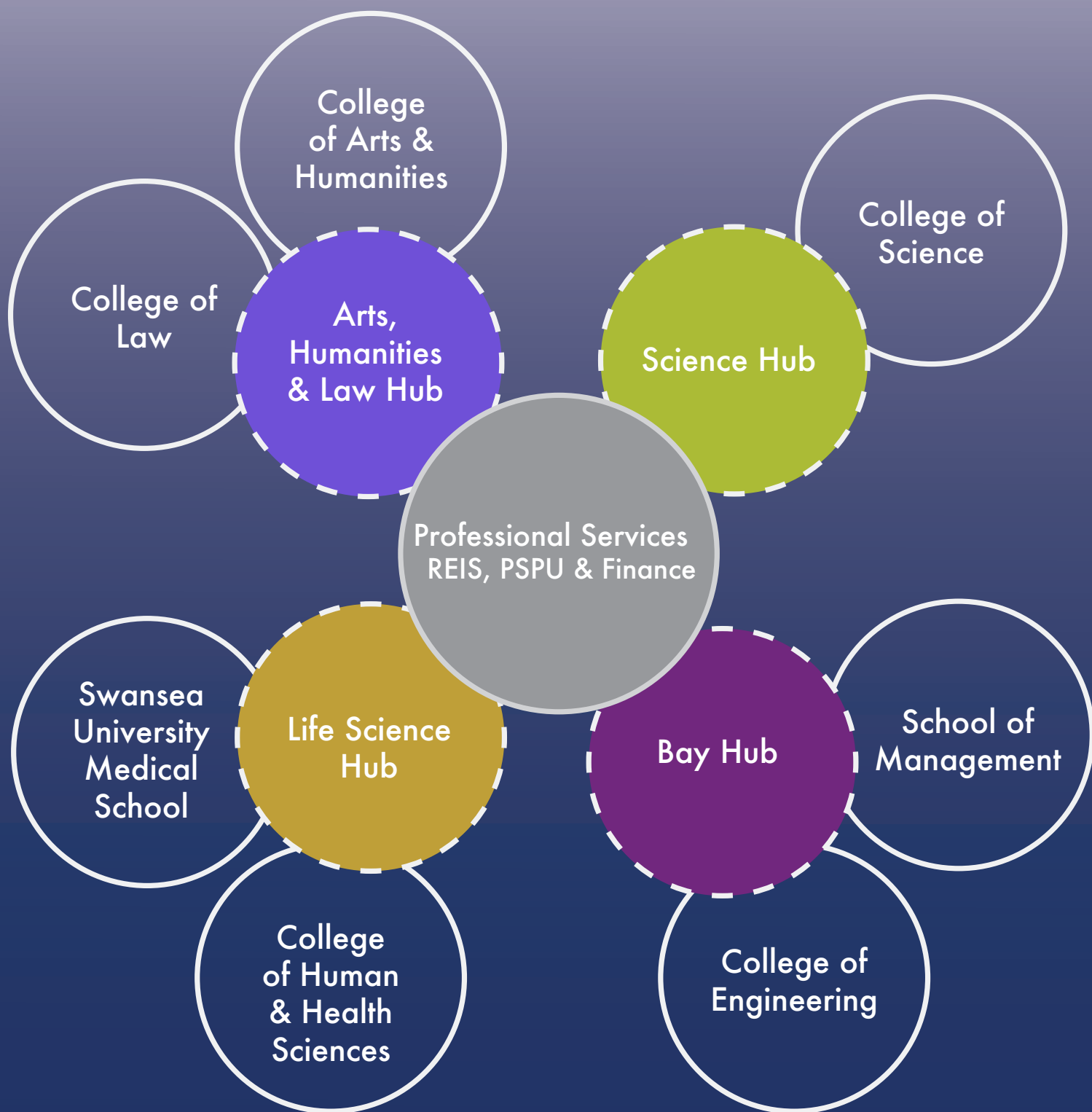
FUNCTION OF THE COLLEGE HUBS

College hubs are physically located at College level to support local needs, and are populated by knowledgeable professional services staff who understand the purpose and strategic aims of the University and College. The hub based team has a wealth of knowledge and experience of working in collaboration with external stakeholders such as business partners and research sponsors.

Function	Benefit of College Hub delivery model
Research Development	<ul style="list-style-type: none">• Increased volume and quality of submitted bids• Proactive facilitation of grant development at source• External networking intelligence and good practice
Risk and Project Assurance	<ul style="list-style-type: none">• Improved quality of submitted bids• Improved project delivery capability• Proactive management of administrative issues impacting projects• More active management of project risks to College/ University objectives/strategies
Project Services	<ul style="list-style-type: none">• Supporting you locally at regular intervals throughout the week to provide adhoc support• Delivering services locally (i.e. claims meetings, audit support, budget reviews)• Working closely with Research Support Advisors as first point of local contact for Project Services• Supporting and advising on project audit
Procurement	<ul style="list-style-type: none">• Support and advice at source• Rapid procurement• Procurement planning schedule to maximise resource
Business Engagement and Impact	<ul style="list-style-type: none">• Proactive and targeted business engagement• Impact support and coordination at source• Better coordination across university via a CRM culture
College Strategic Delivery	<ul style="list-style-type: none">• Translation of University and College strategy• Local prioritisation of activities• Decisions made at local level to enhance delivery



THE COLLEGE HUB STRUCTURE





EMBEDDED COLLEGE HUB STAFF

Hub Role	Brief Description
Hub Manager	Manage and lead College-based Hub activity based on strategic priorities and targets of colleges. Will work closely with central PS managers.
Research Development Officer	First point of contact for research enquiries with local responsibility for proactively facilitating quality research bids in line with college priorities and targets, the internal SURGE fund and management of external sponsors and associated opportunities.
Research Development Bid Writer	Local responsibility for editing and enhancing research bids drafted by Principal Investigators to increase quality.
Research Support Advisor	Local point of contact for grant development and delivery queries, including support to PIs in use of Award Management System (AMS) to create project costings.
Project Portfolio Manager	Local responsibility for proactive project management, assurance and risk on behalf of the College/University for external projects.
Impact and Engagement Officer	Local responsibility for proactive business engagement and coordination via a CRM culture. Role will also support impact agenda for the Colleges.



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LIFE SCIENCE HUB

The Life Science Hub covers
the academic disciplines of Health Science,
Medicine, Psychology and Social Work
(policy and administration).

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BAY HUB

The Bay Hub covers
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SCIENCE HUB

The Science Hub covers the
academic disciplines of Bioscience,
Chemistry, Computer Science, Geography,
Mathematics and Physics.

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ARTS, HUMANITIES & LAW HUB

The Arts, Humanities & Law Hub covers the Academi Hywel Teifi, Criminology, English Language and Literature, History and Classics, Languages, Translation and Communication, Law, Politics and Cultural Studies.

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