

JOB DESCRIPTION

Vacancy reference:	SRF30660
Post Title:	Research Administrator
Grade:	Grade 5
School/Department:	Department of Real Estate and Planning
Reports to:	Head of Department
Responsible for:	

Purpose

The postholder will work with academics in the department to support the delivery of high quality research in accordance with the department's plan and the requirements of periodic external research assessment exercises (such as REF2021).

Main duties and responsibilities

1. Research enquiries and reports
 - Act as the main contact point for internal and external research enquiries; this involves determining the requirements and interpreting the needs of the enquirer as well as engaging with academics to understand their research areas.
 - Establish and maintain a database of research-related outreach activities by staff members; this involves proactively liaising with academics.
 - Collate data and draft reports on research activity for internal purposes, such as departmental meetings and for external use such submitting to accrediting bodies
2. Research Committee
 - Schedule and send materials to the REP Research Committee.
 - Take minutes at the REP Research Committee Meetings.
 - Follow up on items raised in REP Research Committee Meetings.
3. Research Events
 - Support the organisation and execution of departmental research-related events e.g. Research Away Day, Workshops, Seminar Series such as by liaising with visiting speakers and writing promotional material.
 - Advise academic staff about relevant research conferences.
4. Research Grants
 - Attend events to learn of research funding opportunities disseminating to relevant academics; the events may be within the university or organised by funding organisations outside the University.
 - Proactively engage with academic staff to inform them of funding opportunities related to their research agendas.
 - Assist academics with detailed grant application requirement and process.
 - Act as liaison between the university's research services and the department on research grant application and administration.

- Oversee accounts of successful grant applications and process grant expenditure.
5. Impact
 - Alert academics to relevant government consultations and parliamentary business (Select Committees, Legislative Committees etc).
 - Manage research pages on departmental website, creating content that is up to date, and reflects current departmental research priorities
 - Engage with academics to assist in generating and recording impact.
 6. Research management
 - Manage internal research databases including those required for REF2021 (or similar)
 - Manage the department's ethics application and approval process for all staff and student research projects, developing the systems as required by legislation and best practice. Maintain secure records for future audits.
 7. Maintain relationships
 - Develop and maintain excellent working relationships with research administration professionals and academics across the University (including Research and Enterprise Services, Research Communication and Engagement, Press Office, the Research Impact Team and the Vice-Chancellor's Office).

Supervision received

The post holder will be line managed by the Head of Department. In addition the postholder will work closely with the Research Division Lead for REP and the REF2021 Lead.

Supervision given

None

Contact

This role will require developing and maintaining relationships with a range of internal and external stakeholders. The latter may be research partners or end users. The post-holder will also have regular contact with academics and professional services within the University, including Research & Enterprise Services, Research Communications and Engagement,

Terms and conditions

Full-time, permanent.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 5th September 2019

PERSON SPECIFICATION

Job Title	School/Department
Research Administrator	Real Estate and Planning

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Good organisational and time management skills • Excellent interpersonal and communication skills (written and presentation) • Accuracy and attention to detail • Ability to balance competing priorities and meet set deadlines • Confident use of IT and ability to manage data effectively • Ability to work collaboratively to achieve team goals • Capable of developing and maintaining excellent working relationships with a wide range of people 	<ul style="list-style-type: none"> •
Attainment	<ul style="list-style-type: none"> • Educated to bachelor's degree level or equivalent 	<ul style="list-style-type: none"> • Training in financial management
Knowledge	<ul style="list-style-type: none"> • Standard office IT systems 	<ul style="list-style-type: none"> • Understanding of research funding and policy landscape • Understanding of research compliance issues (e.g. Open Access, Research Ethics, Research Data Management) • Research issues in the built environment
Relevant Experience	<ul style="list-style-type: none"> • Working in an administrative role with minimal supervision • Resolving issues and queries independently • Providing advice to a range of stakeholders • Collating data or information for reports or other outputs 	<ul style="list-style-type: none"> • Experience working with academic staff
Disposition	<ul style="list-style-type: none"> • Highly motivated and committed 	

	<ul style="list-style-type: none">• Able to work calmly and effectively under pressure and to deadlines• Pragmatic, resourceful and flexible	
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Completed by: Cathy Hughes	Date: 4 th July 2019
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