

## Candidate Information

<b>Position:</b>	Research Administrator
<b>School/Department:</b>	School of Chemistry and Chemical Engineering
<b>Reference:</b>	19/107164
<b>Closing Date:</b>	Tuesday 26 March 2019
<b>Salary:</b>	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)

### JOB PURPOSE:

Reporting to the School Manager, the post holder will join a team providing high quality and pro-active administrative support across a diverse range of areas in the School of Chemistry and Chemical Engineering. The role holder is accountable for ensuring the provision of high-quality administrative support for research and postgraduate research in the School, including REF, and may also contribute to strategic projects in support of emerging School priorities.

### MAJOR DUTIES:

1. Provide the Director of Research with high-quality and pro-active support for all aspects of research and research strategy in the School.
2. Support REF planning and preparation, including helping to develop systems as needed.
3. Support the Director of Postgraduates with the development and implementation of postgraduate strategies, and oversee the provision of appropriate day-to-day support for the Director.
4. Manage all administrative processes associated with postgraduate research and postgraduate finance, overseeing the work of clerical staff.
5. Support the School Manager with operational activities relating to research, including managing and/or supporting processes for post-doctoral and other researchers, research finance, studentships, research governance, post approvals, research events, etc.
6. Manage staff if required, and/or provide leadership for the team.
7. Engage as a full member of relevant School Committees including the Research Committee and the Postgraduate Committee, and represent the School externally as required.
8. Lead the management and implementation of special projects arising from emerging School priorities and strategies, including working with the School's Athena SWAN champions to develop and implement strategies and action plans.
9. Undertake such other duties as may reasonably be required within the general ambit of the post.

### Planning and Organising:

1. Plan and organise activities with an appreciation of longer term issues, ensuring plans complement and feed into broader operational plans within the School.
2. Plan and organise support for the day-to-day delivery of the responsibilities of the post.
3. Work on own initiative, prioritising workload responsibilities to meet the overall objectives of the School.

### Resource Management Responsibilities:

1. Advise the School Manager and senior management team on the management of resources and budgets in relation to research, postgraduate students and special projects.
2. Oversee aspects of the work of the School clerical team as necessary.

### Internal and External Relationships:

1. Liaise regularly and effectively with the School Manager, Head of School, Director of Research, Director of Postgraduates and others within the School to ensure the delivery of the key responsibilities of the post.

2. Liaise as necessary with colleagues in the Faculty and in the Professional Support Directorates to ensure the effective delivery of research and postgraduate requirements.
3. Liaise with potential and existing students both locally and internationally, and with other internal and external stakeholders including relevant professional bodies and partners.
4. Engage with other areas of the University to develop new/improved processes and systems, to generate ideas and to co-ordinate policy/practice developments.

**ESSENTIAL CRITERIA:**

1. Honours degree (or equivalent qualification) in any subject
2. Minimum 3 years' relevant experience in a research support/research governance/research policy role or in another relevant role in Higher Education, to include:
  - Designing and leading the planning and delivery of complex, cross-school/department administrative processes
  - Ensuring compliance with organisational plans and policies through implementing effective monitoring procedures
  - Communicating complex information including advising and supporting senior management by devising recommendations on the impact and implementation of policy changes
  - Producing and analysing statistical information and report writing.
  - Driving continuous improvement and/or identifying new ways of working.
3. Proactive and self motivated with a commitment to continuous improvement.
4. Excellent IT skills with a good knowledge of MS Office packages in a working environment.
5. Ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
6. Excellent writing skills with the ability to take a critical and analytical approach to reviewing documentation.
7. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
8. Good interpersonal skills, and ability to network and build relationships

**DESIRABLE CRITERIA:**

1. Relevant postgraduate qualification
2. Experience working in the Higher Education sector.
3. Experience of postgraduate or financial administration
4. Knowledge and understanding of REF process and procedures
5. Experience of leading and managing projects