

Candidate Information

Position:	Research Culture Assistant
School/Department:	Research and Enterprise
Reference:	24/111724
Closing Date:	Monday 8 April 2024
Salary:	£28,539 - £33,642 per annum
Anticipated Interview Date:	Tuesday 23 & Thursday 25 April 2024
Duration:	4 years

JOB PURPOSE:

The Research Culture Assistant will play a key role as part of a new and integrated Research Culture team, contributing to the implementation of institutional strategies aimed at fostering an inclusive, supportive, and collaborative research culture* at Queen's. Reporting to the Research Culture Manager, the Research Culture Assistant will contribute to the successful delivery of key projects and initiatives, providing administrative and project management support.

*For these purposes, research culture is described using the Royal Society definition, which states: "Research culture encompasses the behaviours, values, expectations, attitudes and norms of our research communities. It influences researchers' career paths and determines the way that research is conducted and communicated."

MAJOR DUTIES:

1. Support the management, implementation, and evaluation of strategies and plans to enhance the research culture at Queen's, including providing administrative support to ensure projects are delivered within specified timeframes and budgets.
2. Provide comprehensive project support for the 'Northern Ireland Research Culture Initiative' (NIRCI) project funded through the Wellcome Trust. This includes administrative responsibilities for project documentation, convening project meetings, and coordinating budgets, reporting and communications.
3. As part of the NIRCI project, play a leading role in supporting the Northern Ireland Research Professionals Network (NIRPN), including supporting the Organising Committee with planning and delivering Network meetings and events, communications and engagement, and associated finances and budgets.
4. Stay abreast of latest internal and external developments in research culture, and support the Research Culture Manager in developing and refining recommendations for academic leadership and senior management to inform the development and implementation of innovative new strategies, plans and policies to enable a positive research culture.
5. Contribute to enabling and sustaining internal networks within the research community, including but not limited to the institutional Research & Innovation Professionals Network (RIPN), including supporting the Steering Committee and its Chair in planning and delivering events, training, and communications.
6. Support the Research Culture Manager in planning a programme of engagement with the research community and play a leading role in the organisation of training, workshops, and other events to advance research culture initiatives.
7. Coordinate communication activities to foster awareness and engagement in research culture initiatives (including websites and social media channels) and participate in external networks to stay informed about the latest developments in research culture.
8. Provide administrative support for the REF 2029 project team in developing institutional and disciplinary level submissions to the 'People, Culture and Environment' component of the assessment, including maintaining a central repository of draft statements and evidence.
9. Provide administrative support in maintaining systems for monitoring, reviewing, and reporting on research culture activities, and contribute to the preparation of internal and external reports on research culture activities, outcomes, and impacts.
10. Undertake other duties as required by the role and directed by the Research Culture Manager in line with requirements of the Research Strategy & Engagement Team and/ or the NIRCI project.

ESSENTIAL CRITERIA:

1. A Minimum of 2 A levels or NVQ Level 3 in a relevant subject and significant relevant experience in a comparable role.
2. Substantial recent experience of providing professional support for the delivery of key projects or initiatives, including:
 - Responsibility for the management of project documentation or equivalent information.
 - Manipulating management information and data to draft written and verbal reports for senior managers.
 - Leading on the planning and delivery of significant meetings, events and workshops.
 - Managing working groups and/ or committees, to include preparing agendas, papers and minutes.
 - Administering budgets, maintaining basic financial records, and overseeing the allocation of resources.
3. Ability to assess and organise resources, and plan and progress work activities, projects, changes within own work area, etc, using initiative and judgement with limited recourse to managers.
4. IT literacy and/or up to date knowledge of relevant packages, equipment, hardware, software, databases, information systems and procedures.
5. Ability to contribute to the development and maintenance of online communications tools such as websites, intranet pages, and social media channels.
6. Excellent communication and interpersonal skills, with demonstrable evidence of experience in presenting ideas to senior leadership and significant audiences, both verbally and through clear and succinct written reports and briefings.
7. Ability to build and maintain effective working relationships with internal/ external stakeholders at varying levels of seniority and to understand/ interpret their requirements.
8. Ability to work independently and as part of team reflecting resilience and self-reliance, through effectively coping with conflicting demands.
9. Experience of managing relationships with external partners and the ability to develop new and productive relationships.
10. Willingness to work flexibly and travel nationally and internationally to represent the University.

DESIRABLE CRITERIA:

1. Honours degree or relevant professional qualification.
2. Experience of working within a higher education setting or equivalent research performing organisation.
3. Knowledge understanding of strategic issues, challenges, risks and opportunities facing research-intensive universities in the UK.
4. Ability to effectively manage and/ or supervise junior colleagues in line with the Core values of the university – Integrity, Connectivity, Ambition, Respect, Excellence.