ROLE PROFILE

Job Title: Senior Administrator – Research and Operations

School/Department: Cultures, Languages and Area Studies (CLAS)

Job Family and Level: Administrative, Professional & Managerial Level 3

Contract Status: Permanent

Hours of Work: Full-time (36.25 hours per week)

Location: Trent Building, University Park Campus

Reporting to: Assistant Operations Manager

Purpose of the Role:
The School of Cultures, Languages and Area Studies (CLAS) is a leading centre for the study of European, Asian and American languages, cultures, film and media with campuses in Nottingham, China and Malaysia. CLAS is a large and highly successful school catering for a diverse, friendly and stimulating community of undergraduates and postgraduates.

The School’s three research departments are among the top research units in the country. While most of our research is undertaken in our own specialist areas, we have a number of School-wide initiatives, such as Research Centres, Research Groups and Journals that bring members of different departments together in a collaborative process.

The purpose of this role is to provide high level administrative support in the areas of financial management and research. The main areas of focus are to:

- provide financial and resource management for the School’s large portfolio of research
- contribute to the continual improvement and planning of the School procedures, processes, projects and events;
- provide administrative leadership and line management to other members of the School Research and Operations team to ensure the successful delivery of an excellent administrative support service for the School;
- provide administrative support to academic staff and the School Research Committee.

This role holder will be based in the School Management and Research Office, which is responsible for the effective and efficient provision of administrative support for the School's research activities, postgraduate research students, finance and estates. This post has the support of one School Administrator.

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<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>1. Research Administration</td>
<td>60%</td>
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<td>• Using the University and local systems in place, run regular financial reports to record awards, monitor spend and progress of the Schools portfolio of research projects.</td>
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<td>• Meet regularly with Principle Investigators to discuss their research project progress and financial outlook. For new awards, arrange an initial ‘New Award’ meeting with the PI to discuss; finance for the project; the process for financial reporting; a calendar of events to review spend and procedure for the final months of the project’s life. Provide ad-hoc support to PIs as required.</td>
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<td>• Administration of the School Research Fund (SRF)/School Conference Fund (SCF) and other internal research funding schemes for staff to include processing of applications, award email/guidance, monitoring of expenditure and final reports.</td>
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• With support from APM2 colleagues administer the Research Leave (RL) Application process. This includes the receipt of applications and preparation of them for the sitting committee and also the receipt of completed research leave reports for submission to School Research Committee.

• With support from APM2 colleagues monitor the financial records of the School’s Research Centres. Provide regular reports to Centre Directors, including a financial report to be included in the year-end Centre Activity Report. Administer the annual centre application and review process.

• Undertake regular housekeeping to maintain accuracy on all research project codes and relevant operational codes, making journal transfer and/or escalating to senior management as necessary.

• Actively engage with the University’s Research Administration Network, for example regarding the introduction of the Research Information System (RIS) and any other developments relevant to the role.

• With support from APM2 colleagues; processing/approval of purchase orders and non-staff expense claims from research project codes, within delegated authority limits, liaising with PIs as appropriate.

• Assist Research & Innovation (R & I) as required in the preparation of the research project final expenditure reports that are returned to the funder.

Research Administration Support
• Direct and support members of the administration team who hold research administration responsibilities, managing workloads and overseeing key processes such as monitoring payment of invoices and reimbursement of expenses on research projects.

• Oversee the CLAS Purchasing team with regards to travel and procurement on research project codes, such as flight, hotel and conference bookings. Ensuring the relevant University and funder policies are adhered to.

• Provide project support in respect of research funded events, such as conferences and workshops. Monitoring allocation and expenditure of funds, providing travel and procurement advice and the provision of conference registration pages (i.e. Online Store).

• Maintain appropriate financial records to ensure an accurate audit trail in compliance with relevant University and funder policies such as Procurement, Travel and Expenses.

School Processes and Guidance
• Ensure that the School’s research guidance documentation is up to date, i.e. process documents, internal funding application forms, information hubs (for example Workspace).

• In support of Operations Manager(s) advise on and propose changes in procedures, plans, priorities and office systems to improve operational efficiency and quality of service.

• In support of Operations Manager(s) and working closely with fellow Senior Administrator, develop and maintain an annual plan of key administrative activities to be undertaken by the team, monitoring and reporting on task allocation amongst team members, suggesting changes to improve efficiency where possible.

CLAS Research Email Account
• Together with School Administrators, monitor the shared ‘CLAS Research’ email account, used specifically by staff in relation to research project codes.

• Circulat information to staff from internal and external funders regarding funding opportunities as required. Provide initial advice to academic staff on possible sources of funding for projects (both internal and external).

2. School Research Committee
• Provide effective secretarial support to the School’s Research Committee ensuring that meetings are appropriately scheduled with necessary equipment, preparation of agendas, minute-taking, distribution and communication of materials as well as recording and following up on actions.

• Coordination and provision of effective administrative support for occasional research-related sub committees as directed.

3. Research Excellence Framework (REF) support

10%

10%
- Working with the Assistant Operations Manager, support REF coordinators across the School by gathering data and materials as required. This will include reviewing output and financial data as well as student records, producing information on spreadsheets and collating data.

4. **Leadership, team working and other School duties**
   - With support from School Administrators manage student grants/prizes, for example awards from the Graduate School, M3C, School Postgraduate Research Fund, Midlands Three Cities. Send Award Confirmation Emails, provide procurement advice, process student claims and monitoring spend of each award.
   - On an annual basis, together with the Faculty Operations Manager, analyse budget information to provide information to Senior Management to indicate funding available for School Studentships for the forthcoming financial year. Provide routine reports on current studentship spend to Faculty Finance Manager.
   - Line management of staff within the School Operations team, supervising and coordinating work and working closely with the other School Senior Administrator to encourage a collaborative office environment.
   - Undertake PDPR objective setting and review.

5. **Other**
   - Undertaking professional and personal development, where appropriate, to ensure the continual updating of skills and knowledge relevant to the role.
   - Undertake any other duties commensurate with the grade of the post.

### Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications/Education</strong></td>
<td>HNC or HND in a relevant subject, or equivalent qualifications/certification, plus considerable experience in a relevant role(s) <strong>OR</strong> Broad substantial relevant experience demonstrating general knowledge of a technical, financial or professional practice and development through involvement in a series of progressively more demanding, relevant work</td>
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<td><strong>Knowledge/Skills/Training</strong></td>
<td>Excellent oral and written communication skills Ability to work on one’s initiative or as part of a team Ability to motivate, negotiate and influence both individuals and teams Financial awareness and budgetary experience Excellent IT skills and database management Understanding issues affecting PGR students and an ability to handle sensitive and confidential issues</td>
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<td><strong>Experience</strong></td>
<td>Experience of working to tight deadlines</td>
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<td><strong>Other</strong></td>
<td>Attention to detail and high levels of accuracy</td>
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*The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.*