Role profile

<table>
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<tr>
<th>Job title</th>
<th>Senior Administrative Officer (Research Support)</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 3</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>Nottingham University Business School</td>
<td>Location</td>
<td>Research Support Team, Nottingham University Business School (North Building), Jubilee Campus</td>
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**Purpose of role**
As a key member of the Research Support Team, the purpose of this role is to actively contribute to the enhancement and promotion of the School’s research profile by providing administrative support to the School’s research activities. The role will include offering advice to academic members of staff involved in research bids and projects along with supporting and co-working effectively with colleagues in a dynamic team, across other areas of the University and centres in the Business School, as well as liaising with collaborators nationally and internationally. The focus of this role will be costing up research funding bids and assisting with the submission process as well as logging project milestone data post award, in collaboration with colleagues in the Research & Innovation and Contracts Teams.

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<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tr>
<td><strong>Research Bids Administration (Pre-Award)</strong></td>
<td>70%</td>
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<td>To be responsible for the pre award administration of internally and externally funded research projects. Responsibilities will include:</td>
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<td>- Planning and co-ordination of all aspects of the processes involved with research grant applications: from the provision of costing information, through to advising staff on requirements of sponsors and liaising with relevant internal and external funding bodies.</td>
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<td>- Providing effective and efficient administrative support throughout the application process by:</td>
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<td>o offering advice on the policies, procedures and requirements of various funding bodies, including internal funding, UK Research Councils, Charities, EU and Industrial sponsors;</td>
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<td>o independently resolving queries as well as offering tailored advice/guidance to academic staff in the development of their research applications/proposals, by drawing upon this knowledge;</td>
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<td>- Developing a detailed knowledge of Full Economic Costing and the University’s costing tool RIS and to apply this knowledge in assisting</td>
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academic colleagues in the costing of projects and ensuring that all bids are accurately and fully costed.

- Managing multiple research bids and designing individual submission schedules ahead of submission, taking into account the specific requirements of each application in order to meet the rules and deadlines of the funding bodies.

### Research Project Administration (Post-Award)

To be jointly responsible with colleagues in other business units for the post award administration of internally and externally funded research projects. Responsibilities will include:

- Supporting the Principal and Co-Investigators throughout the duration of the project, which involves liaising with external project partners as well as communicating with their relevant administrative/financial departments.
- Ensuring that activities comply with the rules of the sponsors and are conducted within the schedule of the project; that reports are submitted within the deadlines and that internal and external administrative/financial queries are resolved effectively.
- Monitoring project budgets, in conjunction with the Faculty Finance Manager.

### General Research-Related Administrative Support

- **Research Directorate:** Assisting the Associate Dean for Research with the organization of Research Directorate meetings, to include the preparation of documents and act as Secretary to the meetings.
- **Faculty Research Board:** Assisting the Associate Dean for Research with the preparation of Faculty Research Board meeting documents.
- **Research Ethics Committee:** Providing administrative support in relation to the School’s Research Ethics Committee, processing applications, taking minutes and following through actions as required.
- **Study Leave Scheme:** Providing administrative support in relation to the School’s Study Leave Scheme, processing applications, and following through actions as required.
- **4* Outputs Funding Scheme:** Providing administrative support in relation to the School’s 4* Outputs Funding Scheme, processing applications, and following through actions as required.
- **Research Events Support:** To assist with internal/external School Research Project Seminars, Events and Conferences.

### Research Records/Information

To contribute to the development of comprehensive and up-to-date records/databases for research management purposes. This includes:
- Generating customised reports/statistics to inform the Research Directorate’s reviews and decision-making process, as well as preparation of documentation as required for external audit.

Any Other Duties:

Any other duties appropriate to the grade and role of the post holder. This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

2.5%

Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | • High level of IT skills, including experience of using Office 365 Teams, MS Word, Outlook and internet as well as using databases and the ability to analyze, manipulate and present data within Microsoft Excel.  
- Proven ability in numeracy and financial skills.  
- Excellent planning and organizational skills with the ability to handle several demanding projects concurrently.  
- Ability to work to a high level of accuracy as well as a keen eye for detail.  
- Ability to organize own workload, prioritize tasks, work unsupervised and use own initiative.  
- Strong social/communication skills.  
- Proven ability to remain calm under pressure.  
- Strong influencing and negotiation skills.  
- Comfortable working with numbers and communicating these clearly with a variety of stakeholders. | • Skilled in interpreting funding provider rules, processes and procedures relevant to the funding call and applying these to a research funding submission – providing adequate justifications as necessary. |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                          | • Knowledge of finance and accounting practices or costing out a project/event.  
- Experience of working/responding independently and dealing with unforeseen problems and circumstances. | • Experience in the administration of research grant applications and knowledge of major research funding bodies.  
- Experience of working within Higher Education. |
- Experience of working in a busy office environment where several tasks need to be undertaken consecutively.
- Previous experience of using the University's internal databases (RIS (Worktribe)/AGRESSO).
- Previous experience of using a costing tool.

| Qualifications, certification and training (relevant to role) | Educated to at least A level (or equivalent) OR have vocational qualifications (NVQ 3, City & Guild) OR HNC/D or equivalent, plus experience in a relevant role OR considerable work experience in a relevant, comparable role. |
| Special requirements | Accurate, adaptable and willing to learn new skills and procedures as required by changing University procedures and legislation.  
- Flexible attitude to work duties/tasks at busy periods.  
- Possess a commitment to delivering a high quality professional service.  
- Be empathetic and show awareness, understanding and sensitivity to others’ concerns.  
- Ability to work in a team environment, supporting colleagues and sharing expertise. |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others