### Purpose of role

As a key member of the Nottingham University Business School’s (NUBS) Research Support Team (RST), the purpose of this role is to actively contribute to the enhancement and promotion of the School’s growing 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 following up on post award delivery aspects of the project, in collaboration with colleagues in the Research & Innovation and Contracts Teams. In particular, this role will provide dedicated research support to centres of research excellence at NUBS, including: The Centre for Health Innovation, Leadership and Learning (CHILL); The International Centre for Corporate and Social Responsibility (ICCSR); and the Africa Research Group.

### Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
<thead>
<tr>
<th>% time per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
</tr>
</tbody>
</table>

#### Research Bids Administration (Pre-Award)

To be responsible for the pre award administration of internally and externally funded research projects, to include those in CHILL and ICCSR. Responsibilities will include:

- Planning and co-ordination of all aspects of the processes involved with research grant applications: from the provision of costing information and ethical approval through to advising staff on requirements of sponsors and liaising with relevant internal and external funding bodies.
• Providing effective and efficient administrative support throughout the application process by applying a range of specialist knowledge and practices including:
  
  o a good understanding of the policies, procedures and requirements of various funding bodies, including internal funding, UK Research Councils, NIHR, ARC, Charities, EU and Industrial sponsors;

  ▪ 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;

  ▪ developing a detailed knowledge of Full Economic Costing and the University’s costing tool RIS and to apply this knowledge in assisting academic colleagues in the costing of projects and ensuring that all bids are accurately and fully costed. To develop a detailed understanding of on-line research application procedures, and to be able to resolve technical queries on behalf of academic staff.

• Managing multiple research bids and designing individual submission schedules by preparing and attending Research Peer Review meetings ahead of submission, taking into account the specific requirements of each application in order to meet the rules and deadlines of the funding bodies.

• Continually acquiring knowledge and understanding of new research initiatives/developments, by attending workshops/seminars and to help the School’s Research Development Manager cascade this information to the School at Research training/showcase events.

<table>
<thead>
<tr>
<th>2</th>
<th>Research Project Administration (Post-Award Delivery)</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be responsible for the post award administration of internally and externally funded research projects, to include those in CHILL. Responsibilities will include:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Supporting the Principal and Co-Investigators during the duration of the project, which involves liaising with external project partners as well as communicating with their relevant administrative/financial departments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Monitoring project budgets, in conjunction with the School’s Finance Manager/Research & Innovation Team.

General Research-Related Administrative Support

- **Network and Conference Hosting Fund:** To be responsible for the processing and submission of network and conference hosting funding applications for both staff and students by liaising with academic staff.

- **Research Events Support:** To assist with the compilation of a comprehensive calendar of all internal/external School research seminars, research events and research conferences in collaboration with the Business School’s External Relations Manager and Departmental Administrators, to provide information and advanced notification of conference deadlines. In particular, be responsible for the CHILL events, acting as the key event coordinator and primary point of contact for such events including:
  - Liaising with academics, suppliers and event sponsors including attending meetings and site visits to inspect and select venues and to monitor event planning and progress.
  - Overall planning and coordination of the event including negotiation with suppliers for appropriate services (e.g. catering and technical services).
  - To organise the design and production of supporting materials.
  - Carry out research necessary to identify opportunities for event sponsorship and income generation (e.g. from publishers and exhibitors) and pursue opportunities when identified.
  - Ensure the collation of suitable materials (images, video and audio) during and after events to publish in CHILL marketing and on the website.

- **CHILL Communications Support:** Identifying and collating information (text and multi-media) for the Centre’s newsletters and the annual report. Continually improving the maintenance of the Centre’s datasets and information to ensure materials can be collated quickly and efficiently for a variety of decision-making purposes.

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 well as preparation of documentation as required for external audit such as the REF, FT Rankings, Accreditation Exercises and Professional Registers.

| 5 | **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

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills</strong></td>
<td><strong>Knowledge and experience</strong></td>
</tr>
<tr>
<td>• High level of IT skills, including experience of using MS Office 365 Teams, MS Word, Outlook and internet as well as using databases and the ability to analyse, manipulate and present data within Microsoft Excel.</td>
<td>• 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.</td>
</tr>
<tr>
<td>• Proven ability in numeracy and financial skills.</td>
<td></td>
</tr>
<tr>
<td>• Excellent planning and organisational skills with the ability to handle several demanding projects concurrently.</td>
<td></td>
</tr>
<tr>
<td>• Ability to work to a high level of accuracy as well as a keen eye for detail.</td>
<td></td>
</tr>
<tr>
<td>• Ability to organise own workload, prioritise tasks, work unsupervised and use own initiative.</td>
<td></td>
</tr>
<tr>
<td>• Strong social / communication skills.</td>
<td></td>
</tr>
<tr>
<td>• Proven ability to remain calm under pressure.</td>
<td></td>
</tr>
<tr>
<td>• Strong influencing and negotiation skills.</td>
<td></td>
</tr>
<tr>
<td>• Comfortable working with numbers and communicating these clearly with a variety of stakeholders.</td>
<td></td>
</tr>
<tr>
<td>• Knowledge of finance and accounting practices or costing out a project/event.</td>
<td>• Experience in the administration of research grant applications and knowledge of major research funding bodies.</td>
</tr>
</tbody>
</table>
- Experience of working/responding independently and dealing with unforeseen problems and circumstances.
- Experience of working in a busy office environment where several tasks need to be undertaken consecutively.
- Experience of working within Higher Education.
- 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 proven 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