Role profile

Job title | Research Administrator
---|---
Job family and level | Administrative, Professional and Managerial Level 3
School/Department | Faculty of Engineering
Location | Jubilee Campus

Purpose of role
The Gas Turbine and Transmission Research Centre (G2TRC) is looking for a research administrator to help the group deliver high quality research. The successful candidate will work on administrative support for the research group, including on reliable record keeping and planning. They will also work with a wide range of group members in solving administrative and operational issues that may arise.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
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<th>% time per year</th>
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| 1 | Group Management
| 45% |
| 2 | Project Management
| 30% |
| 3 | General Research-Related
| 15% |
| 4 | Other relevant activities
| 10% |

1. **Group Management**
   - Ensure group databases are kept up to date and clear audit trail of all documents are maintained.
   - Support the group in good IT security and data storage practices.
   - Organise the group offices and help identify and enact solutions to improve individual and group efficiency.
   - Ensure all working processes and procedures are documented; advising on and proposing changes where appropriate to improve operational efficiency.
   - Support group members through inductions and office management.

2. **Project Management**
   - Support in project planning and tracking by talking with project team members, updating resource spreadsheets and Gantt charts, and highlighting potential risks to either projects or the wider group.
   - Work with project manager in financial estimation, tracking, and forecasting for bids and projects.

3. **General Research-Related**
   - G2TRC seminar and training support group members.
   - Communicate and build working relationships with key contacts from other schools/departments as well as external bodies to support own work activities and that of the wider research team.

4. **Other relevant activities**
   - Support and encourage positive group culture and EDI.
- Any other activities relevant to the post as directed by the Head of Research Group (HoRG)

|   | Manage own personal and professional development | 5% |
## Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | ▪ Excellent organisational and planning skills, both for the role holder and in working with colleagues.  
▪ Ability to interact with a diverse range of people and job families.  
▪ Well-written communications, including email and short reports.  
▪ Ability to deal with sensitive or complicated situations with tact and compassion.  
▪ Good numeracy and financial skills.  
▪ Logical and methodic in recognizing and tackling priority tasks.  
▪ Ability to learn and use new systems and software platforms. | ▪ Database management. |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                          | ▪ Experience in writing short reports.  
▪ Fluent in MS Office, including Word, Excel, Powerpoint, and Teams.  
▪ Experience and ability to search and manipulate financial data. | ▪ Knowledge of engineering and engineering project lifecycles.  
▪ Experience using MS Project or other project planning software  
▪ Previous experience in Higher Education (HE) administration.  
▪ Awareness of IT security issues. |

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<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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<td>▪ Educated to at least A level (or equivalent) • OR have vocational qualifications (NVQ 3, City &amp; Guild) • OR HNC/D or equivalent, plus experience in a relevant role • OR proven considerable work experience in a relevant, comparable role.</td>
<td>▪ Project management qualification</td>
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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

- **Line manager**
- **Role holder**
- **Key stakeholder relationships**
  - Faculty APM
  - Group Members
  - Staff Members
  - G2TRC Project Manager
  - Research Administrator