Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Administrator – Research and Funding Team</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 2</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>Humanities, School Management and Research Office (SMRO)</td>
<td>Location</td>
<td>University Park Campus, Humanities Building</td>
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Purpose of role
The Research and Funding Team is one of three teams within the School of Humanities Management and Research Office (SMRO). Our team is responsible for administering school and departmental externally and internally funded projects, arranging postgraduate research student travel, monitoring postgraduate research studentship awards and associated support and financial monitoring/reporting for those areas. The team is led by an Assistant Operations Manager and consists of one full-time Senior Administrator and two Administrators.

You will work across all areas of the team’s remit, which will also involve working collaboratively with other SMRO teams, dealing with customer enquiries, both specific to your role and general enquiries to the SMRO, and supporting Senior Management within the School.

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

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<th>% time per year</th>
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Research and Funding Administration
- Provide administrative support for the financial monitoring of all funded awards to include the use of the Research Information System (RIS) and Agresso Business World systems to monitor all research accounts, record awards, log expenditure against project codes and support Principal Investigators/award holders as required.
- Maintain the award databases, ensuring these are updated regularly and records are accurate.
- Respond to staff enquiries in relation to their awards and liaise with central and faculty research support, Financial Management and other Professional Services departments as appropriate.
- Liaise with postgraduate students to understand their trip requirements, advise on options available and book travel and accommodation using the Key Travel system.
- Maintain a log of all postgraduate student travel awards, monitor spend and liaise with the School Operations team (Health and Safety) to ensure travel risk assessments are in place.
- Process post-trip expense claims ensuring that expenditure is within budget and in line with university processes.
- Organise and support Departmental Research Away Days
- Support the School study leave process by liaising with academic staff, collating study leave plans and reports and communicating outcomes.
- Provide support to the Senior Administrator and School Director of Research in relation to gathering information/data in connection with the Research Excellence Framework (REF) and other requests from Departments/School/Faculty.
- Provide support to the Senior Administrator in all aspects of student funding awards and scholarships.
- Contribute to the development and maintenance of school guidance documentation and updating of the team’s SharePoint pages.
- Maintain an awareness of the relevant university research and funding policies and procedures and ensure these are adhered to, liaising with the Senior Administrator as appropriate.

### Finance Administration

- Undertake all procurement for funding awards, including seeking quotations for goods and services, ensuring value for money, and registering new suppliers.
- Process non-standard payments, non-staff expenses, and raise purchase orders, request journal transfers, and raise invoices as required.
- Maintain records of all procurement activity in accordance with school and university procedures.
- Carry out month-end reconciliation for awards ensuring budgets and timelines are adhered to and provide budget and other reports, as requested, to the Senior Administrator and provide balance information to award holders.
- Liaise with other SMRO teams in relation to areas of post-award activity that they have been involved in and ensure that appropriate transfers of funds are undertaken in a timely way.
- Contribute to efficient and effective financial year-end processes and procedures.
- Maintain an awareness of the relevant university financial policies and procedures and ensure these are adhered to, liaising with the Senior Administrator as appropriate.

### Customer enquiries and team working across the SMRO

- Together with other colleagues in the SMRO, deal effectively and efficiently with customer enquiries, requests (including from Senior Management) and deliveries to the office and signpost visitors to the correct person/team for support, if necessary.
- Input to the shared staff rota in the Department of Music, as required, ensuring effective communication with Music academic staff and ensure an integrated approach is taken to SMRO policies and procedures.
- Provide School/Department level committee support/minute-taking as required.
- Service SMRO Whole Team Meetings on a shared basis with other SMRO colleagues.
- Support members of the wider team during busy periods or absence and undertake other duties commensurate with the grade of the post as part of the team of administrative staff in the School.
- Show sensitivity and consideration to other people’s needs and feelings.
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<th>4</th>
<th>Planning, organising and liaison</th>
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<td>▪ Work collaboratively within your team to ensure that deadlines/customer expectations are met.</td>
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<td>▪ Communicate and build positive working relationships with key contacts throughout the University structure and with external bodies where appropriate.</td>
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<td>▪ Attend meetings, as requested by the Senior Administrator, to support activities and report back on main discussion points.</td>
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<th>5</th>
<th>Person responsibilities</th>
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<td>▪ Work flexibly across SMRO to ensure the needs of the School are met.</td>
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<td>▪ Keep skills up to date and further develop depth or breadth of knowledge in specific areas through a variety of on and off the job learning activities.</td>
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<td>▪ Any other duties appropriate to the grade and role.</td>
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# Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | ▪ Appropriate and accurate use of English in written and oral communications  
▪ Good interpersonal skills  
▪ Ability and confidence to respond to non-routine enquiries  
▪ High level of IT skills, including MS Word and Excel, with an ability to integrate and manipulate different packages  
▪ Ability to build positive working relationships with others | ▪ Awareness of University procedures and relevant legislation  
▪ Familiarity with using Microsoft Office 365  
▪ Experience of the Agresso Financial Management system |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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| ▪ Demonstrable ability to work accurately under pressure and meet deadlines  
▪ Experience of working in an administrative environment and handling confidential and sensitive information  
▪ Experience of planning and prioritising own workload in response to differing needs and deadlines and using initiative  
▪ Experience of finance systems and working with budgets  
▪ Experience in a similar role and maintaining a high level of customer service  
▪ Proven experience of having worked successfully as part of a team  
▪ Demonstrable ability to work independently and proactively resolving complex queries | ▪ Previous work experience in administrative roles in Higher or Further Education in the UK  
▪ Previous experience of funded project administration and support  
▪ Previous experience of procurement in a large organisation  
▪ Previous experience of demonstrating commitment to equality, diversity and inclusion |

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<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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| ▪ GCSE Maths and English grade C or above (or equivalent)  
▪ A-level qualifications, or equivalent, which could include vocational qualifications (NVQ 2-3, City & Guilds) or equivalent, plus some experience in a relevant role  
Or  
▪ Substantial, relevant, recent administrative experience in a related role(s) and at a level that has required minimum supervision | ▪ Higher vocational qualification in a relevant area |
As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-presented in our current staff body.
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 open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

**Taking ownership**
Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

**Forward thinking**
Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

**Professional pride**
Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

**Always inclusive**
Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others