



Job title	Senior Research Portfolio Administrator	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Engineering	Location	University Park

Purpose of role

To provide operational support for research activity across the Faculty including specialist support in key areas such as supporting PGR students, pre-award activity, research marketing and event management.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Research Operations</p> <ul style="list-style-type: none"> ▪ Provide senior support to the Research Portfolio Managers with reporting on project spend and analysing this information, so that the research portfolio can be managed to maximise income ▪ Ensuring all research databases are kept up to date and clear audit trail of all documents are maintained ▪ Setting up systems for monitoring research finances, documenting working processes and procedures, and proposing changes to improve operational efficiency ▪ Approval of Staff and Non-Staff expenses ensuring there are funds in the project and they are adhering to the University's policies and procedures ▪ Lead monitoring and reporting of Research Groups to ensure no overspend, provide regular reports to the Heads of Research Groups ▪ Work with Finance colleagues to create and set up Early Career Award budgets, and help these new academics with spending the funds ▪ Timesheet Administration – Liaising with Academic and Research staff to ensure they complete their timesheets in order to meet audit requirements and ensure eligible claims on research projects ▪ Communicate and build working relationships with key contacts from other central services such as Faculty Management, Research & Innovation, Expenses etc. 	75%
2	<p>Audit Management</p> <ul style="list-style-type: none"> ▪ Manage the collation, preparation and delivery of information and documentation for internal and external quality audits and other Quality Assurance activities ▪ Respond to requests for information on all project audits as well as close liaison with the University audit teams in terms of University financial regulations and good business practice 	10%

3	<p>Personal Management</p> <ul style="list-style-type: none"> ▪ Manage own workload and prioritisation of tasks ▪ Manage own personal and professional development, this should include ensuring up-to-date knowledge of the research lifecycle, upcoming changes and best practice in the sector ▪ Induction of new team members 	5%
4	<p>Other duties</p> <ul style="list-style-type: none"> ▪ Undertake any other duties necessary for the provision of an efficient support service. For example, absence coverage for other administrative staff and training and support for new members of staff and any other duties appropriate to the grade and role 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent written communication skills. ▪ Attention to detail and accuracy both written and numerically ▪ Proven analytical and problem-solving capability. ▪ Ability to manage multiple tasks simultaneously. ▪ Ability to keep clear records ▪ Ability to motivate, negotiate and influence individuals and teams. ▪ Ability to use initiative, and take responsibility for own work area ▪ Ability to define priorities and work flexibly and effectively under pressure to meet demanding (and sometimes conflicting) deadlines. ▪ Ability to handle sensitive and confidential matters. ▪ Excellent IT skills in a wide range of software packages including MS Office Suite 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of working in a busy environment. ▪ Experience of producing documentation such as graphs, spreadsheets, presentations, and reports. ▪ Experience of updating and maintaining databases ▪ Experience of liaising with a diverse range of stakeholders at all levels 	<ul style="list-style-type: none"> ▪ Experience of working within the HE environment ▪ Knowledge of other University systems ▪ Experience of working in a project/research-based environment ▪ Good working knowledge of Agresso Business World ▪ Understanding of research environment in HE ▪ Understanding of the UK research funding environment
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ Recognised qualification in administration.



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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



