



Job title	Senior Research Administrator	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Faculty of Science	Location	Sutton Bonington Campus

Purpose of role

The purpose of the role is to provide senior administrative support for research activity in Schools within the Faculty of Science. This will include contributing to the planning, administration and management of the support elements of the research lifecycle.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Research administration</p> <ul style="list-style-type: none"> ▪ Coordinate the administrative support provision for pre-award activity related to bids within a school/hub in the Faculty of Science ▪ Administration using a Research Management System , providing guidance to the relevant stakeholders, calculating budgets and data entry. It will also include process flow management, follow up and multi-tasking to ensure timelines and outputs are met/delivered. ▪ Collaboration with a wide group of stakeholders to ensure support levels are delivered and maintained ▪ Use of key systems/platforms for data entry, capture and usage. This will include monitoring of inputs, tracking progress and reporting ▪ Receiving and responding to internal and external queries. Providing advice and resolving both simple and complex issues, ensuring a prompt, high quality service is provided. ▪ Support research administration activities across the Faculty of Science. 	50%
2	<p>Post award support</p> <ul style="list-style-type: none"> ▪ Providing effective support for the research activity of a school/hub within the Faculty of Science ▪ This will include more complex administrative outputs associated with managing in life awards in partnership with dedicated central services such as leading on the management of specific post award processes, including timesheet/open access compliance 	25%
3	<ul style="list-style-type: none"> ▪ General support ▪ Supporting the RKE team as required in all aspects of the research output including organising events, committees, general support office outputs and administration ▪ Promotion of research activity through authoring of newsletters and maintenance of research webpages 	25%

	<ul style="list-style-type: none"> ▪ Preparing, coordinating and minuting committees, meetings or other collective activity, following up on actions and managing documentation. ▪ Collaborating with stakeholders in research development outputs including partnership engagement, contract review, document preparation etc. ▪ HR/finance outputs as required to support the team, ▪ Line management of a small administrative team if applicable ▪ Support research administration activities across the Faculty of Science. 	
4	<ul style="list-style-type: none"> ▪ Any other duties appropriate to the grade and role 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent verbal and written communication skills. ▪ Excellent numeracy skills ▪ Good attention to detail. ▪ Ability and willing to learn new skills and procedures 	<ul style="list-style-type: none"> ▪ Ability to summarise complex documentation. ▪ Previous supervisory/management skills.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Significant experience of working accurately with finance or numerical data. ▪ Excellent knowledge of MS Office 365 suite (Teams, Outlook, Word and Excel). ▪ Experience of building working relationships with internal and external parties. ▪ Significant relevant office experience. ▪ Experience of planning and prioritising own workload in response to differing needed and delivering to tight deadlines 	<ul style="list-style-type: none"> ▪ Significant office experience within Higher Education or other education environment. ▪ Experience of Higher Education research project budgets and finances. ▪ Experience of working with Higher Education research systems such as Agresso, Worktribe Research Information System (RIS), JeS.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ HNC or HND in a relevant subject, or equivalent ▪ AND experience of an office/administrative environment ▪ OR • Broad vocational experience in a relevant role. 	
Statutory, legal or special requirements	<ul style="list-style-type: none"> • Awareness of GDPR 	<ul style="list-style-type: none"> ▪ Awareness of University procedures and relevant legislation.



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



