



Job title	Senior Administrator (Research)	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	English	Location	Trent Building, University Park Campus

Purpose of role

Your role is varied and involves providing research project management and administrative support across a wide range of research projects for colleagues and postgraduate students in the School of English who are working in the areas of linguistics, medieval studies, literature, creative writing and drama.

You will join a team of administrative staff in the School and will work with academic staff and postgraduate students and duties will also include some routine financial reporting and monitoring, updating School web-pages, handbooks and policy documentation and acting as Secretary to the School's Research and Knowledge Exchange Committee.

The School Management and Research Office (SMRO) team in the School of English support a range of services and administrative support for the effective management of the School's research activities, human resources, marketing and events, school and departmental finances, resources, health and safety and space management.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1.	<p>Research Project Management</p> <ul style="list-style-type: none"> You will monitor, co-ordinate, analyse and interpret information relating to research, impact and business engagement projects; You will provide guidance and advice and liaise with academic staff and administrative staff in the Faculty of Arts Research Accelerator team (FARA) on applications for research projects, including approving applications on behalf of the School. You will take the lead and arrange project start up meetings to discuss the project activities, budget, and timescales to review spend and project activities; You will work independently to review project spend, estimating staff and other costs to check projects are running to budget; You will liaise with central teams throughout the lifetime of projects, and particularly for the end of project financial reports; You will manage the School's master spreadsheet of all projects to produce reports and data as required; 	45%

	<ul style="list-style-type: none"> You will create content and update the School's SharePoint and web pages as required to keep staff and students up to date with research related information; You will approve expense claims, processing postgraduate and non-staff expense forms; You will raise casual and temporary staff appointments and approve casual and temporary staff timesheets; You will set up individuals and organisations as suppliers to the University. 	
2	<p>Committee Work</p> <ul style="list-style-type: none"> You will act as Secretary of the School's Research and Knowledge Exchange Committee (RKEC) that meets six times per year; You will prepare the agenda and papers with the Committee Chair, write minutes and circulate papers, and manage associated documentation on MS Teams; You will manage the Research & Knowledge Exchange Committee budget in liaison with the Committee Chair, using University IT systems to keep track of new awards and expenditure; You will advise staff on the application processes for honorary appointments, study leave and will draft letters on behalf of the Head of School as required; You will provide administrative support for the REF processes for the School as required. 	20%
3	<p>Research Events and Marketing</p> <ul style="list-style-type: none"> You will work closely with academic colleagues and will have a unique insight into the wide range of projects and diverse project partners across the School; You will lead on the marketing and promotion of research events and activities in the School, working closely with the School's web and communications team to ensure that the School's external webpages, social media and newsletters include the latest information about these exciting projects and research successes; You will update research related content on the School of English website; You will organise research events related to student research (e.g. postgraduate symposium held annually for all PhD student and the monthly postgraduate and regular staff research seminars as required, confirming speakers, updating School web-pages, booking catering and dealing with associated queries; You will be part of a School events team assisting academic staff who are running research events including conferences, workshops, symposia etc. You will produce and update information on the School's Sharepoint and Teams sites; You will set and monitor budgets for research events with the Assistant Operations Manager, booking venues, accommodation, catering, managing casual postgraduate ambassadors etc. to ensure the events run smoothly. 	15%
4	<p>Postgraduate Students</p> <ul style="list-style-type: none"> You will update PhD Sharepoint and School webpages with information and guidance for students as required; You will provide administrative support for PhD students applying for funding by helping to cost applications, advising on appropriate funding schemes, sending award emails, maintaining School records and providing reports as required; You will provide administrative support for scholarship funding; 	10%

	<ul style="list-style-type: none"> • You will process PhD student expenses claims; • You will be responsible for all school records to monitor PhD student funding applications within the required timescales; • You will provide administrative support for funding panel meetings, communicating decisions to applicants, acting as the main contact with the University for payments, liaising with University colleagues as required. 	
5	<p>Team working, leadership and other duties</p> <ul style="list-style-type: none"> • You will work closely with other University departments and central administration teams to ensure that policies and procedures are adhered to and to establish and maintain good working relationships; • You will attend and contribute to Faculty meetings to discuss and agree policies and procedures relevant to the role are undertaken; • You will interpret data, provide information and produce relevant reports as requested by staff in the School; • You will support key processes in the School, as required, such as internal and external audits, School reviews of research etc.; • You will ensure the development, organisation and up-keep of accurate and secure office systems, correspondence, templates and team files; • You will undergo relevant training to support the work of the School Management team as necessary; 	5%
6	<p>Undertaking team events for the School which will require support from all administrative members of staff include:</p> <ul style="list-style-type: none"> • You may on occasion be asked to support staff meetings and events in the School as required; • You will be required to process map and apply lean management principles to your work; • You will attend meetings in the School and Faculty as required; • You will attend staff development events and equivalent as required • You will also undertake other duties commensurate with the grade of the post as part of the team of administrative staff in the School of English 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> You will have excellent communication skills, both written and verbal, including minute taking and report writing with skill in drafting complex documentation and an ability to assimilate and convey complex information in a comprehensible way You will have a high level of IT skills, including Office 365 suite You will have excellent data management skills to include financial processing and creating spreadsheets You will have strong organisational and file management skills You will be able to independently resolve complex internal and external queries You will have excellent time management and be able to work to tight deadlines within an administrative role 	<ul style="list-style-type: none"> Experience of using a financial management system
Knowledge and experience	<ul style="list-style-type: none"> You will have experience of managing and co-ordinating projects with a large group of people and/or over a long-term You will have experience of following and developing administrative processes and procedures You will have significant recent experience of working in an office/administrative environment and working successfully as part of a team 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> You will be educated to HNC/HND standard in a relevant subject (or equivalent) and have considerable work experience in a relevant role OR you will have considerable relevant experience in a comparable role 	

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

