



Job title	Research Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	Faculty of Science	Location	University Park, University of Nottingham

Purpose of role

The purpose of the role is to provide a broad range of administrative support services for research activity in Schools within the Faculty of Science. This will include administrative support for research grants, both pre and post award.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Research Administration Support for administration and maintaining research operations which may include:</p> <ul style="list-style-type: none"> ▪ Support for pre and post-award activity related to bids and grants within a school/hub in the faculty of Science ▪ RIS administration; supporting relevant stakeholders and assisting with preparing project budgets. ▪ Assisting with supporting the research activities of a school/hub within the faculty of Science. This could include organising meetings or events associated with live research projects and advising on project budgeting in partnership with dedicated central services. ▪ Administering documentation and processes to support allocated areas of responsibility. ▪ 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. 	50%
2	<p>General Support General support to the RKE team which may include:</p> <ul style="list-style-type: none"> ▪ Preparing, coordinating and minuting committees, meetings or other collective activity, following up on actions and managing documentation. ▪ Supporting research activities including organising events, committees and promoting research activity through newsletters and websites. ▪ Various School/Faculty/University reporting requirements 	25%

3	<p>Support for specific outputs</p> <ul style="list-style-type: none"> ▪ Develop and maintain relevant databases and spreadsheets which may include personnel data, research data, or other. ▪ Data management and adherence with GDPR requirements. ▪ Liaison with stakeholders internal and external to the RKE team. ▪ Supporting small projects to drive common objectives as defined by the RKE team. ▪ Reporting outcomes, progress and follow up of complex processes. 	25%
4	Any other duties appropriate to the grade and role	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills 	<ul style="list-style-type: none"> ▪ Preferably experience of using a finance system and Research Management System (eg: RIS)
Knowledge and experience	<ul style="list-style-type: none"> ▪ Extensive IT knowledge (MS Office, email) ▪ Ability to build working relationships within the School/department, University and external suppliers ▪ Experience of planning own work activities in response to differing needs of the School and deadlines ▪ Ability to work independently to resolve complex internal and external queries and to provide and maintain a high level of customer service whilst working to deadlines. ▪ Accuracy, reliability and willing and adaptable to learn new skills and procedures as required by changing University procedures and legislation ▪ Excellent numeracy skills 	<ul style="list-style-type: none"> ▪ An understanding of different types of funding, the rules governing each type and the documentation required.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Vocational qualification (NVQ2 Administration with Secretarial Skills) or equivalent and experience of an office/administrative environment or ▪ Considerable work experience in relevant role. 	
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Awareness of GDPR 	Awareness of University procedures and relevant legislation.



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



