



<b>Job title</b>	Senior Research Administrator	<b>Job family and level</b>	Administrative, Professional and Managerial Level 3
<b>School/ Department</b>	Faculty of Engineering	<b>Location</b>	Life Sciences Building, University Park Campus

## Purpose of role

As a key member of the Diamond Quantum Sensing Hub, the purpose of this role is to actively contribute to the dissemination of research and knowledge exchange activities with a particular focus on digital content. Reporting to the Hub lead academic, the role holder will work with and provide support to a wide range of key individuals including the research team, the University Marketing team, the University Technology Transfer Office and allied external contacts.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Financial monitoring, project reporting and data management</b></p> <ul style="list-style-type: none"> <li>Use UoN financial systems to monitor and report on project cost and spend.</li> <li>Establish and manage procedures to support academics in financial monitoring of funded research projects.</li> <li>Generate customised reports to inform the Diamond Quantum Sensing Hub leadership team and decision-making process, as well as preparation of documentation as required for external audit, such as the REF.</li> </ul>	10%
2	<p><b>Administrative support for the Diamond Quantum Sensing Hub</b></p> <ul style="list-style-type: none"> <li>Organise as needed Operations and Stakeholder meetings, taking minutes and following up on actions.</li> <li>Work with leadership teams to coordinate activities for research and engagement with a particular focus on identifying and pursuing opportunities for collaboration with other organizations to expand the hub's reach and influence.</li> <li>Be the point of contact for the hub with the university contracts team regarding IP registration processes related to hub materials and branding.</li> </ul>	20%

	<ul style="list-style-type: none"> <li>• Support the planning and execution of collaborative workshops, research events and other events to foster collaboration and knowledge exchange.</li> <li>• Identify gaps in provision on a strategic as well as operational level, making recommendations for improvement, developing policies and procedures as necessary.</li> </ul>	
3	<p><b>Engagement and development activities</b></p> <ul style="list-style-type: none"> <li>• Engage with internal and external colleagues to identify knowledge exchange opportunities, and coordinate activities for the Diamond Quantum Sensing Hub's representation in identified opportunities.</li> <li>• Liaise with UoN colleagues, external relations, marketing and media relations teams to identify, lead and implement opportunities to maximise the Diamond Quantum Sensing Hub's presence externally. This will include creating and implementation content strategies, including writing and editing articles, blogs and reports for digital platforms.</li> <li>• Liaise with the Diamond Quantum Sensing Hub members to gather news and disseminate this on the hub's LinkedIn page. Work to increase follower and engagement metrics.</li> <li>• Work with the Diamond Quantum Sensing Hub members to gather information to produce reports, brochures, and capability statements.</li> <li>• Maintain and grow website and social media channels to increase engagement and build an energy research network.</li> <li>• Develop a structured communications plan for these activities throughout the academic year.</li> </ul>	30%
4	<p><b>Support to academics and researchers</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to the Diamond Quantum Sensing Hub team in the development and execution of a podcast including planning, scheduling recordings and responding to enquiries.</li> <li>• Provide support including the creation and maintenance of project specific websites, launch events, and marketing and communication collateral.</li> <li>• Assist in identifying funding and sponsorship for Diamond Quantum Sensing Hub podcast.</li> <li>• Design visual content and use photography and video editing tools to produce high-quality content for marketing and editing and postproduction of podcast.</li> </ul>	35%
5	Any other duties appropriate to the role identified by the line manager	5%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills.</li> <li>• Strong interpersonal skills.</li> <li>• Strong ability to liaise, communicate and build working relationships across a diverse range of internal and external stakeholders.</li> <li>• Proven ability to work both independently and as part of a team.</li> <li>• Proactive and forward thinking and planning</li> <li>• Proven advanced analytical and problem solving capability.</li> <li>• Excellent IT skills in MS package and tools such as Photoshop.</li> <li>• High degree of numeracy</li> <li>• High degree of accuracy and attention to details</li> <li>• Proven time management and organisational skills.</li> <li>• Excellent time management, planning and prioritisation skills.</li> <li>• Video clip filming and editing.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the research lifecycle and the associated outputs</li> <li>• Knowledge and understanding of work practices, processes and procedures relevant to research and knowledge exchange</li> <li>• Awareness and understanding of University's internal processes</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Working in a project administration role in a research context</li> <li>• Working in a team environment, supporting colleagues and sharing expertise</li> <li>• Working independently, demonstrating high levels of flexibility and innovation</li> <li>• Experience of leading engagement and development activities</li> <li>• Demonstrated experience in social media management and strategy development.</li> <li>• Public relations experience with a successful track record of building campaigns and managing stakeholder relationships.</li> <li>• An understanding of intellectual property (IP) registration processes.</li> <li>• Experience with website management and content management systems (CMS).</li> </ul>	<ul style="list-style-type: none"> <li>• Breadth of vision to identify opportunities for development activities</li> <li>• Proven ability to work with senior staff within a private or public organisation</li> <li>• University business systems and processes in a research context such as Agresso and RIS</li> <li>• Proven experience in IP registration with comprehensive knowledge of United Kingdom, EU and US patent systems.</li> <li>• Financial monitoring.</li> <li>• Experience in organising and coordinating events, workshops, or conferences.</li> </ul>

<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent OR substantial work experience in higher education or research environment</li> <li>• Graduate or equivalent qualification</li> </ul>	
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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:

<b>Valuing people</b>	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.
<b>Taking ownership</b>	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.
<b>Forward thinking</b>	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
<b>Professional pride</b>	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
<b>Always inclusive</b>	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

