Job title	Senior Research Portfolio Administrator	Job family and level	Administrative, Professional and Managerial (APM) Level 3
School/ Department	Engineering	Location	University of Park (required in the office on University Park 3 days per week)

Purpose of role

To contribute to the provision of excellent professional service to the research and knowledge exchange (RKE) activities of our Faculty. The role will work in conjunction with the rest of the engineering research and knowledge exchange (ERKE) team and the Faculty operational team to contribute to the strategic and operational objectives that help the Faculty to meet its RKE KPIs.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Research and Knowledge Exchange (RKE) administrative support** ▪ Work with managers and senior managers to research, collate and analyse data/information for inclusion in reports and documents in order to support informed decision making and fulfill external assessment requirements (such as Research Group/Portfolio Reports, REF/KEF etc.) ▪ Coordinate administrative support for activity related to grant/fellowship applications under development e.g. peer review and mock interviews. ▪ Support internal research training and mentorship programme for academics and researchers including setting up, advertising and collating feedback for sessions. ▪ Support with the planning and organising of internal and external research events; providing advice and making recommendations, liaising with external suppliers and responding to queries. ▪ Support with the promotion of research-related activity through the Engineering research websites, as well as other channels and media, in line with the Faculty Research Marketing Strategy. ▪ Support internal processes for the review of outputs, engagement and impact towards the REF2028 submission.	40%
2	**Research and Knowledge Exchange (RKE) Operations and Finances** ▪ Ensure all research databases are kept up to date and clear audit trail of all documents are maintained e.g. PGR scholarship budget, letters of support, RIS house keeping	45%

	- Approval of staff and non-staff expenses, ensuring there are funds in the project and that they are adhering to the university's policies and procedures - Liaise with academic and research staff to ensure they complete their timesheets in order to meet audit requirements and ensure eligible claims on research projects - Provide PGR and researcher support and administration as required, including dealing with direct enquiries as appropriate - Respond to ad-hoc research project queries using RIS and UniCore - Support the collation, preparation and delivery of information and documentation for internal and external quality audits and other quality assurance activities - Ensure all working processes and procedures are documented; advising on and proposing changes where appropriate to improve operational efficiency.	
3	**Personal and People Management** - Manage own workload and prioritization of tasks - Delegation of duties as appropriate in collaboration with Faculty ops team; providing clear direction, support, advice and encouragement to ensure work objectives and service standards are met - 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 - Provide line management for RKE staff across the faculty as appropriate - Communicate and build working relationships with key contacts from other schools/departments and central services (e.g. Research & Innovation, Finances, Visa & Immigration, RAA) to support own work activities and that of the wider research team.	10%
4	**Other duties** - To undertake any other duties necessary for the provision of an efficient support service, including providing cover where required and general support for the ERKE team - Undertake personal development via internal courses or through skill development.	5%

Person specification

	Essential	Desirable
Skills	- 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	- Understanding of research environment in HE - Understanding of the UK research funding environment
Knowledge and experience	- Experience of working in a busy environment. - Experience of using website and other social media platforms to promote activities - Experience of organizing events - Experience of servicing meetings - Experience of producing documentation such as graphs, spreadsheets, presentations and reports. - Experience of updating and maintaining databases - Experience of management of project activities, people and resources. - Experience of liaising with a diverse range of stakeholders at all levels	- Experience of working within the HE environment - Experience of managing and developing staff - Experience of working in a project/research-based environment
Qualifications, certification and training (relevant to role)	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,	Recognised qualification in administration.

	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 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

Line manager — Senior Research Development Manager

Role holder — Senior Research Administrator

Key stakeholder relationships — Faculty Colleagues | PGR Students