



Job title	Senior Administrator (Research and Operations)	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Cultures, Languages and Area Studies (CLAS)	Location	Trent Building, University Park Campus

Purpose of role

As Senior Administrator (Research and Operations) you will be part of a school-based team with responsibility for ensuring the smooth and efficient running of the school's administration. In this role you will deliver high-level professional and administrative support for the financial, operational and resource management of the school's large portfolio of research, supporting academic staff as necessary and providing effective and efficient leadership and supervision of administrative team members.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Project Administration and Funding</p> <ul style="list-style-type: none"> ▪ Maintain accurate details of internal and externally funded research project applications and outcomes, liaising with the Faculty of Arts Research Accelerator team as required in relation to project proposals. ▪ Support principal investigators with the project management and administration of their research projects ▪ Responsible for financial administration of the school's research funded projects/awards for both staff and postgraduate students, overseeing the provision of effective support for all related expenditure. ▪ Liaise closely with the Research & Innovation contacts in the post-award administration of research projects, sharing updates and advice through the project's lifecycle. ▪ Provide administrative support for all school research funding schemes to include the processing of applications, award email/guidance, monitoring of expenditure and collation of final reports. ▪ Manage the administration of the school's PGR funding awards 	40%
2	<p>Research Operations</p> <ul style="list-style-type: none"> ▪ Provide effective administrative support to the School's Director of Research and Knowledge Exchange (RKE) and other research related initiatives as required. ▪ Support the School's RKE related committees and meetings, proactively preparing agendas, papers and minutes, monitoring progress of action points and chasing outcomes as appropriate. 	25%

	<ul style="list-style-type: none"> ▪ Support Research Directors to collate, analyse and present data/information relating to RKE, including support for REF (Research Excellence Framework), KEF (Knowledge Exchange Framework) and Athena Swann. ▪ Support annual school and university academic processes, such as the school Research Leave (RL) process, maintaining the rota and administering application and final report processes. ▪ Contribute to maintaining up-to-date procedural guidance and policy information via SharePoint for staff and postgraduate students. ▪ Ensure administrative standard operating procedures are documented, advising on and proposing changes where appropriate to improve operational efficiency. ▪ Support research funded events such as conferences and workshops. ▪ Monitor financial commitments of School PGR Studentships 	
3	<p>Team Working and Leadership</p> <ul style="list-style-type: none"> ▪ Provide excellent customer service as part of the School Office/Administrative Team, including the monitoring of the shared team email account 'CLAS Admin', dealing with enquiries as appropriate. ▪ Work closely with the fellow Senior Administrators to: <ul style="list-style-type: none"> ▪ Develop efficient and robust systems and procedures to enable the smooth and effective operation of functions across the team. ▪ Cultivate a collaborative and supportive office culture which encourages high levels of team-work, communication and team development. ▪ Ensure the development, organisation and up-keep of accurate and secure office systems, correspondence, templates and team files. ▪ Manage the office staffing rota to ensure the provision of an on-campus customer enquiry service for staff and visitors to the School Management & Research Office. ▪ Direct and support members of the administration team who hold procurement and operational administration responsibilities, managing workloads and overseeing key processes. ▪ Line management, including ADC objective setting and review, supervising and allocating work. ▪ Undertake professional and personal development. ▪ Undertake any other duties commensurate with the grade of the post. 	15%
4	<p>Finance and Procurement</p> <ul style="list-style-type: none"> ▪ Oversee procurement for the school via the shared in-boxes, particularly with regard to research funded activity, assisting as required. ▪ Maintain awareness of the university's financial guidelines and processes to provide guidance to colleagues and ensure procedures are followed. Liaising with Financial Management Team as required. ▪ With the Asst. Operations Manager, support the annual financial year-end return administration. 	20%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills. ▪ Ability to work on one's initiative and as part of a team. ▪ Ability to motivate, negotiate and influence both individuals and teams. ▪ Excellent IT skills including the use of spreadsheets. ▪ Excellent time management and organisational skills. ▪ Ability to manage a large amount of data accurately. ▪ The ability to oversee the work of other staff. ▪ Ability to build effective relationships with various stakeholders. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of working to tight deadlines while maintaining excellent attention to detail and high levels of accuracy. ▪ Financial awareness and budgetary experience. ▪ Experience of working/responding independently and dealing with unforeseen problems and circumstances. 	<ul style="list-style-type: none"> ▪ Knowledge of the Research Information System (RIS) ▪ Line management of administration staff. ▪ Proven experience in establishing new administrative procedures and managing resources.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ A Levels or equivalent plus English and Maths at GCSE or equivalent <p>OR</p> <ul style="list-style-type: none"> ▪ Relevant experience demonstrating general knowledge of a technical, financial or professional practice and development through involvement in a series of progressively more demanding, relevant work. 	<ul style="list-style-type: none"> ▪ Educated to degree level, or equivalent.
Other	<ul style="list-style-type: none"> ▪ Committed to working as part of a team in a shared office environment. ▪ Flexible approach. 	



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

