University of Nottingham
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Role profile

Job title	Research Administrator	**Job family and level**	Administrative, Professional and Managerial Level 2
Department	Faculty of Medicine and Health Sciences	**Location**	The East Midlands Campuses of the University of Nottingham

Purpose of role

The purpose of the role is to provide administrative support across a range of research and knowledge exchange (RKE) initiatives and activities in the Faculty of Medicine and Health Sciences. This will include supporting the planning, administration and management of the support elements of the research lifecycle. You will deliver excellent service to the RKE activity of the Faculty.

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit, and purpose of the post may be requested. You will be expected to work flexibly with other Professional Services. You will be an effective and organised individual with the ability to provide excellent customer service.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% Time per year**
1	**Research administration** Support for research and knowledge exchange administration and maintaining operations which may include: • Support for pre- and post-award activity related to bids and grants • Research Information System (RIS) administration • 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	75%
2	**General support** • General support to the team and wider Faculty which may include: • Preparing, coordinating and minuting committees, meetings or other collective activity, following up on actions and managing documentation	25%

	• Supporting research and knowledge exchange activity including organising events, committees and general support • Various reporting requirements • 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 team • Supporting small projects to drive common objectives as defined by the team • Reporting outcomes, progress and follow up of complex processes	
3	• Any other duties appropriate to the grade and level of the role	N/A

Person specification

	Essential	**Desirable**
Skills	• Excellent oral and written communication skills • Excellent numeracy skills • Excellent attention to detail • Ability and willing to learn new skills and procedures • Ability to summarise standard documentation • Excellent interpersonal skills • Evidence of using personal initiative, responsibility and self-motivation, with a proactive approach to problem solving • Evidence of organisational, planning and time management skills • Proven ability to manage a demanding workload involving multiple projects with accuracy and a high attention to detail despite competing priorities and challenging deadlines • Ability to build relationships with individuals both internal and external to the organisation • Ability to work with minimal supervision • Evidence of supporting the planning, managing and coordinating projects and/or activities • Proven ability to work in a team environment, supporting colleagues and sharing expertise • Excellent customer relations	• Knowledge of research funding opportunities for medical/science research and development

	• High levels of resilience • Ability to deal with a change • Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge	
Knowledge and experience	• Good knowledge of MS Office 365 suite (Teams, Outlook, Word and Excel) • Experience of planning and prioritising own workload in response to differing needs and delivering to tight deadlines	• Experience within Higher Education or other education environment • Experience of Higher Education research project budgets and finances • Experience of working with Higher Education research systems such as Worktribe Research Information System (RIS)
Qualifications, certification and training (relevant to role)	• English and maths at GCSE or equivalent OR Considerable work experience in a relevant role	
Statutory, legal or special requirements		• Awareness of University policies, procedures and regulations



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

