1 Advertisement

Post Title: Senior Research Coordinator
School/department: Social Sciences/School of Global Studies
Hours: Part-time hours considered up to 0.5 FTE. Requests for flexible working options will be considered (subject to business need).
Location: Brighton, UK
Contract: Permanent
Reference: 21159
Salary: Starting at £28,759 to £32,982 per annum, pro rata if part time.
Placed on: 23 October 2023
Closing date: 06 November 2023. Applications must be received by midnight of the closing date.
Expected interview date: To be confirmed
Expected start date: As soon as possible

This vacancy is only open to those currently employed by the University (Including those employed through Reed, Chartwells, and SEF).

Previous applicants should not apply.

The School of Global Studies invites applications for a new Senior Research Coordinator role within the professional services research team. This is an exciting opportunity that will involve working across the academic faculty on a range of innovative and impactful projects. In particular, this role will support the School's research centres, as well as other research project support, ensuring processes operate smoothly.

The School of Global Studies is nurturing community, with a reputation for impactful research. Core to this community are our internationally recognised research centres through which the School's research agenda is developed and implemented through links, networks and knowledge hubs with local, national and international research partners and stakeholders.

We are seeking a well-organised administrator to provide support to the Director of Research and School Research Centres in the School of Global Studies. The role is varied, ranging from event organisation, financial administration to communications and social media on behalf of the centres.

Your principal accountabilities will include:

- Support the successful day-to-day management of the School's research centres and research projects, working with centre directors and relevant Principal Investigators to support the research environment.

- Support the Director of Research and School Research Managers to contribute towards an enriched research culture across the school through the delivery and effective co-ordination of workshops, seminars, conferences, social events, away days.

- Maintain, publish, and disseminate information and appropriate communications for research centres and projects.

- To act as the main point of contact for the School's research centres for internal and external contacts in the effective and efficient delivery of services e.g. centre membership

Please contact Fergal Raftery (f.raftery@sussex.ac.uk) or Steven Colburn (s.j.colburn@sussex.ac.uk) for informal enquiries.

For full details and information on how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at [The School of Global Studies](#)

3. Job Description

Job Description for the post of: Senior Research Coordinator

Department: School of Global Studies/Social Science Professional Service Team.

Location: Arts C

Grade: 5

Responsible to: Assistant Research Manager

Responsible for: N/A

Key contacts: Research Centre Directors, Research Leads, Director of Research and Knowledge Exchange, Senior Research Manager (Social Sciences)

Role description:

To have general responsibility for the co-ordination & support across the School's research administration, acting as a point of contact and link between students, staff members, internal departments, and external contacts. In particular, this role will support The School of Global Studies research centres, as well as other research project support, ensuring processes operate smoothly.

The School of Global Studies has a vibrant and thriving research culture with over 150 researchers working across four academic disciplines and eight research centres. Our research community has a reputation for impactful and internationally recognised research that addresses the most pressing global issues of our times – global inequalities and global justice, climate and environmental change, war and peace, global health and finance crises, intolerance, and discrimination. Our research sets out to generate knowledge and understanding that can make a difference, for a fairer, safer, more sustainable and more inclusive world.

The School of Global Studies boasts 8 research centres, including 2 recently accredited centres of excellence:

- [Centre for Advanced International Theory (CAIT)](#)

- [Centre for Cultures of Reproduction, Technology and Health (CORTH)](#)

- [The Centre for Global Political Economy (CGPE)](#)

- [Centre for Rights and Anti-Colonial Justice (CRAJ)](#)

- [Centre for Global Insecurities Research (CGI)](#)

• [Sussex Asia Centre](#)

Centres of Excellence:

• [Sussex Centre for Migration Research (SCMR)](#)

• [Sussex Sustainability Research Programme (SSRP)](#)

The post-holder will therefore work across a range of exciting and impactful projects that emanate from these centres, in addition to other research project taking place within the school. More information about research in the School can be found here: [The School of Global Studies](#)

PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. Support the successful day-to-day management of the School's research centres and research projects, working with centre directors and relevant PIs to support the research environment.

2. Support the Director of Research and Research Managers to contribute towards an enriched research culture across the school through the delivery and effective co-ordination of workshops, seminars, conferences, social events, away days.

3. Maintain, publish, and disseminate information and appropriate communications for research centres and projects.

4. To act as the main point of contact for the School's research centres for internal and external contacts in the effective and efficient delivery of services e.g. centre membership.

KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of activities, events and meetings. Respond to enquiries interpreting university and external regulations as appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice, including, but not limited to:

▪ Helping to ensure that timelines and resources are identified, realistic and achievable.

▪ Proactively raising issues arising in advance for discussion and resolution.

▪ Co-ordinating the delivery of activities according to the schedule and in liaison with centre leads responsible for delivery.

▪ To act as an ambassador for the centres.

▪ Contribute ideas and suggestions for improvements to work practices and methods.

2. Communicating effectively with all stakeholders.

   ▪ Maintain School research websites, social media accounts and Broadcast items in an engaging way, as well as preparing materials for engagement and events - flyers, reports, PowerPoint presentations and posters.

   ▪ Assist in drafting, formatting and/or proof-reading outputs, including annual reports, newsletters, research briefings, blogs, and journal articles.

3. Providing support, information and guidance to staff and students.

   ▪ To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries.

   ▪ Providing guidance on relevant procedures and processes.

   ▪ Provide general administrative support as required to those School research projects that do not have admin allocated.

   ▪ Supporting centre directors to monitor and manage the centre budgets.

   ▪ Assist with purchase orders, payment of invoices, processing expense claims and budget reporting.

   ▪ Making travel, accommodation, and hospitality arrangements when necessary.

4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information, and contributing to the development of processes.

   ▪ Organising termly cross-centre meetings and following up on actions.

   ▪ Assist with future initiatives linked to the activities and expansion of the centres.

5. Creating and maintaining accurate information on activity that has taken place.

   ▪ Creating comprehensive records and files for future reference, both in standard form and for one off bespoke requests.

Dimensions

• This role does not have any budget responsibility.

• This role does not have any line management responsibility.

• This role does not have any responsibilities for equipment or premises.

• The post holder reports to the Assistant Research Manager, they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

• Support achievement of the School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).

2. Effective planning and organisational skills to organise own workload and priorities.

3. Effective administrative, planning, and organisational skills; able to organise workload and priorities with the ability to identify and improve administrative processes where necessary.

4. Effective oral and written communications skills to work with students, staff members, internal departments, and external contacts, providing information and responding to questions and queries.

5. Ability to work flexibly within a small team and also on own initiative.

6. Proficiency in IT including the MS Office suite, updating, and maintaining database systems, and interacting with business information systems.

7. Competent with ICT applications including MS Teams, Skype for Business, Zoom; and a familiarity with using social media platforms for business related purposes.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Understanding or interest in Social Science research.

2. Experience using finance systems for budget management and raising invoices/requisitions.

3. Experience organising or supporting events and meetings.

4. Experienced in data management and record keeping.

5. Ability to write clear and engaging content for print, web and social media.

6. Ability to deal effectively and to communicate well with people at a range of levels.

DESIRABLE CRITERIA

1. Postgraduate degree in a relevant field.

2. Relevant experience in a similar role.

3. Relevant experience working in a university or similar environment.

4. Background in or knowledge of Anthropology, Development, Geography, International Relations or a related social science discipline.

5. Ability to use publishing design software such as Canva and Adobe Creative Cloud.