

UNIVERSITY OF SUSSEX

Job Description for the post of: Research & Enterprise Co-ordinator

Section / Unit / School Location	All Schools
Grade	5
Responsible to	School Administrative Officer (and professionally responsible to the Director of Research and Enterprise)
Responsible for	n/a

To provide administrative support for the complete cycle of research and enterprise projects and to provide administrative support to faculty, research students and postdoctoral fellows in conjunction with the Doctoral School, the Directors of Research and Doctoral Research and colleagues in the Professional Service team.

Key Responsibilities:

Research and Enterprise Project Support.

1. To liaise with research and enterprise colleagues and to disseminate research opportunities to individuals and groups within the School.
2. The collation of database information to support applications, for example c.v.s, illustrations and the copying and posting of final proposals.
3. In liaison with R&E, to assist with the process for completion of grant application forms and recording of applications in development.
4. To support and assist with the School's internal review process in liaison with Professional Service colleagues.
5. To provide administrative support for setting up projects, assisting the PI in identifying any resource requirements, for example space and / or other facilities in liaison with other colleagues.
6. In liaison with Professional Services colleagues, organise publicity, events and activities and publicise events to staff in the School.
7. To be an active member of the formal internal Research and Enterprise administrative network, attending meetings, sharing information and contributing to the development of processes.
8. To maintain comprehensive School records and files associated with grant applications, pending a new RMS (research management system).
9. Provide administrative support for live research and enterprise projects including supporting the project management, performance and delivery in relation to the specific timescales of individual projects, providing support to the investigators as necessary.
10. To support post-award administration by maintaining accurate records and providing regular reports to project leaders to ensure research and enterprise projects work within and maximise budgets.
11. To collaborate with the PI on appropriate job descriptions and to provide administrative support and guidance on the recruitment process of externally funded posts in liaison with Professional Service colleagues.
12. Check and code expenses in liaison with Research Finance colleagues to ensure expenditure is eligible and costs are charged to the correct project code.
13. To support the PI in setting up project review meetings and support any audit processes,

whether internal or external.

14. To maintain individual staff profiles to ensure appropriateness of the alerts they receive.
15. To support the deposition of bibliographic information and content of outputs in the institutional repository.
16. To support the REF, and in liaison with colleagues in Professional Services, the collation, checking and updating, of data at School level.

Support for Research Students and Postdoctoral Staff

17. To ensure the School admissions procedures comply with all University procedures and targets in liaison with colleagues in Professional Services, the Doctoral School and within the School.
18. To assist with the co-ordination of admissions processes.
19. In liaison with the SAO, Director of Doctoral Studies and the Doctoral School, to provide administrative support for the planning and co-ordination of School, Doctoral School and University induction events to ensure that appropriate sessions are arranged for research students and postdoctoral staff.
20. To provide administrative support for the planning and co-ordination of School, Doctoral School and University skills and career development events.
21. In liaison with the SAO and the Director of Doctoral Studies to co-ordinate the collation and production of local School handbooks, directly related to Institutional handbooks, for PGR students and Postdoctoral staff.
22. In liaison with the Doctoral School and the SAO, to administer the processing and signing of expense claims for research-funded students.
23. To administer and monitor relevant PGR student-related budgets.
24. To assist with the administration of bursaries, studentships and scholarships including assisting with the processes for applications to funding bodies and using any relevant application systems.
25. Within the core management systems, to maintain an up-to-date record of research students and supervisors, and details of the activity and the funding for it.
26. To co-ordinate and maintain accurate records of registration, status and progress of research students.
27. To assist with the planning and co-ordination of vivas in liaison with internal and external supervisors.
28. To provide general administrative support for all procedures and processes for PGR students and postdoctoral staff in liaison with the Doctoral School including intermissions, extensions and annual reviews.
29. Provide advice to students and postdoctoral staff and refer them to others where necessary.

Support for Director of Research/Director of Doctoral Research.

30. To provide administrative support for the School Research Committee and all other relevant School or Departmental meetings including preparation of agendas, circulation of papers, production of concise action-orientated minutes and undertaking follow-up actions as appropriate.
31. To co-ordinate support for Research Gateway Days and other training events for PGR students and postdoctoral staff in liaison with the Doctoral School and Director of Doctoral Research.
32. To provide support, information and guidance to staff, PGR students and postdoctoral staff regarding School and University procedures.
33. To maintain and update School research website including providing a comprehensive calendar of research activities and events, ensuring linkage to / compatibility with institutional templates and approaches.
34. Provide administrative support for ethics approval and general guidance on University research ethics and governance procedures in liaison with the University's Research Governance Officer.

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

Date 17 March 2009

Person Specification: Candidates will have the following:

Essential:

Commitment to providing high levels of service to students and staff
The ability to deal effectively and to communicate well with people at a range of levels, through formal and informal written and verbal styles
Excellent organisational skills
Sound numeracy and comfortable with performing calculations
The ability to work effectively to deadlines while under pressure
Commitment to team working
Good IT skills, including spreadsheets and databases
Experience of monitoring budgets and attention to detail
Assimilation and analysis of information

Desirable

Knowledge of HE environment, including research activity
Experience of assisting with presentations