



1 Advertisement

Post Title: Senior Research Project Coordinator

School/department: Education and Social Work

Hours: full time or part time hours considered up to a maximum of 1.0 FTE / (36.5 hours)

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

The role is offered as a hybrid working contract with up to 50% of hours worked remotely.

Contract: Fixed-term for 2 years

Reference: 10805

Salary: Starting at £28,131 to £32,411 per annum, pro rata if part time [current salary scales can be found here](#)

Placed on: 15 March 2023

Closing date: 29 March 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

The School of Education and Social Work (ESW) invites applications for a new role within the Social Sciences professional services research team.

This is an exciting opportunity that will involve working with academic staff across 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.

ESW provides a robust and nurturing research community with internationally recognised research centres delivering strong externally facing identities and a 'research culture without borders'. The centres are the key mechanism through which the School's research agenda is developed and is implemented through links, networks and knowledge hubs with local, national and international research partners and stakeholders.

Your principal accountabilities will include:

1. Support the successful day-to-day management of the School's research centres and research projects, working with centre directors and PIs to support the research environment.
2. Support the successful delivery of processes and effective co-ordination of activities, such as workshops, seminars, conferences, social events, away days, reading groups and steering groups.
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.

Please contact Dr Jessica Beck (j.beck@sussex.ac.uk) for informal enquiries.

For full details and 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 [School of Education and Social Work : University of Sussex](#)

3. Job Description

Job Description for the post of: Senior Research Project Coordinator

Department: Education and Social Work

Section/Unit/School: School of Education and Social Work/Social Science Professional Service Team.

Location: Essex House

Grade: 5

Responsible to: Assistant Research Manager

Responsible for: N/A

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 Education and Social Work's (ESW's) research centres, as well as other research project support, ensuring processes operate smoothly.

The School of Education and Social Work provides a robust and nurturing research community with internationally recognised research centres delivering strong externally facing identities and a 'research culture without borders'. All research-active staff and doctoral researchers are actively involved with at least one interdisciplinary research centre. These centres are the key mechanism through which the School's research agenda is developed and is implemented through links, networks and knowledge hubs with local, national and international research partners and stakeholders.

The Department of Education boasts three dedicated Research Centres:

- [The Centre for International Education \(CIE\)](#)
- [The Centre for Higher Education and Equity Research \(CHEER\)](#)
- [The Centre for Teaching and Learning Research \(CTLR\)](#)

The Department of Social Work and Social Care has two dedicated Research Centres:

- [The Centre for Innovation and Research in Wellbeing \(CIRW\)](#)
- [The Centre for Social Work Innovation and Research \(CSWIR\)](#)

The [Centre for Innovation and Research in Childhood and Youth \(CIRCY\)](#) sits across both Departments.

The post-holder will therefore work across a range of exciting and impactful projects. More information about research in the School can be found here: [School of Education and Social Work : University of Sussex](#)

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 PIs to support the research environment.
2. Support the successful delivery of processes and effective co-ordination of activities, such as workshops, seminars, conferences, social events, away days, reading groups and steering groups.
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 centre 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. Relevant experience in a similar role.
2. Relevant experience working in a university or similar environment.
3. Knowledge of Education and Social Work research.
4. Ability to use publishing design software such as Canva and Adobe Creative Cloud.