



1 Advertisement

Post Title: Senior Research Project Officer

School/department: School of Engineering and Informatics / Science Cluster

Hours: Part time hours considered up to a maximum of 0.6 / 21.9 hours. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: permanent

Reference: 20196

Salary: starting at £32,411 to £36,333 per annum, pro rata if part time.

Placed on: 04 May 2023

Closing date: 23 May 2023 Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: To be confirmed

This advert was recently posted on 4 April 2023 – Previous Applicants need not apply.

Are you an experienced senior administrator looking for a new challenge? Would you relish supporting excellent research that contributes to a better world?

We are delighted to be recruiting to a new and exciting role providing high level administrative support to our cutting-edge research and cross-disciplinary collaboration in the fast-growing areas of AI and data science.

In the role of Senior Research Project Officer, you will be based in the Department of Informatics working as part of a small team of academic and professional services colleagues to :

- develop and deliver a range of AI and data science focused activities including:
 - Doctoral and MSc training programs, seminar series and scientific events
 - activities that support student skills development such as hackathons and mentoring programmes
 - events that bring together students, colleagues, and external partners, such as coffee mornings, training, and networking events
- advocate for the value and applications of AI & data science expertise both across the University and beyond it
- support research group or center management teams to establish targets and create annual progress reports.
- support academic colleagues with applications for funding opportunities.
- liaise with relevant colleagues and external partners on AI & data science placements for our students.
- improve and develop the processes that enable a research group or center to run effectively and efficiently.
- Support external presentation / dissemination of the research center and programmes, including web, press, social media.

You will be working with colleagues across all our varied research areas:

- Bioinspired AI, predictive coding, and consciousness
- Natural Language Processing (applications include ChatGPT)
- Fairness in AI and AI ethics
- Modelling large-scale health data, including collaboration with the Sussex Partnership NHS Foundation Trust on the Sussex Integrated Data Set (SID)
- Neuromorphic computing.

Success in this role will require an excellent organisational capability, strong communication skills and the ability to identify and creatively achieve goals. You will have an interest in the possibilities and future of AI & data science both in terms of academic research and their impact on society and the world.

A scientific qualification or background is not a requirement for this post; we are a team with varied backgrounds, interests, education, and experiences.

Please contact Gemma Harman G.Harman@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 <https://www.sussex.ac.uk/ei/>

3. Job Description

Job Title:	Senior Research Project Officer
Grade:	G6
School/Division:	School of Engineering and Informatics
Location:	Brighton, UK
Responsible to:	Senior Research Manager/ Academic lead(s)
Direct reports:	n/a
Key contacts:	Research Finance Officer; Business Partnerships Manager, Senior Knowledge Exchange Officer

Role description:

To provide up to date and accurate information, advice and guidance to research staff, and visitors at all levels on a range of university services, procedures, or policies.

To liaise with research finance and external funding bodies/stakeholders to produce accurate budget reports to inform financial decisions.

Work with both internal and external colleagues to collate and later analyse research impact data to inform internal and external reports.

Manage purchasing on behalf of research groups or centres with delegated responsibility for approvals and decision-making where necessary.

Run events that bring people together from within and beyond the University to raise the profile of science research groups or centres and make progress towards their objectives.

To liaise with the Business & Innovation team on outreach with external partners (including industry) and co-ordination of the research group or centre's resources to support collaboration or consultancy projects with external partners.

PRINCIPAL ACCOUNTABILITIES

- Provide information, subject matter knowledge, advice, and guidance on the range of services and activities related to research support.
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams. Using knowledge and experience to solve more complex problems directly where possible.
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

KEY RESPONSIBILITIES

- Confidently advising research students, line managers and staff members, using appropriate methods of communication tailored to the audience answering straightforward questions or researching regulations, policies, interpreting procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.
- Role model exemplary behaviours and knowledge to other team members and stakeholders.
- Developing and maintaining productive and collaborative relationships with students, managers, colleagues, and other service areas demonstrating professional credibility
- Develop and maintain an in-depth understanding of everything that underpins research, including the work of relevant external agencies, service providers, employers, funding bodies and training providers.
- Researching particular areas of enquiry to ensure appropriate advice is given.
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team.
- Where required, deliver coaching and training to develop capabilities in line with required improvements.
- Supporting senior colleagues where appropriate in educating and developing the knowledge and understanding of users about the services provided to promote self-service and self-reliance.
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages.

- Presenting and facilitating workshops with groups of all sizes to develop understanding of procedures and policies within service area.
- Maintaining and updating information systems in line with the Data Protection Act and ensuring accurate recording of query types and suggestions ideas for improvement.
- Preparing ad hoc and regular management reports on the use of the service area to aid the improvement of processes and understanding of the services provided. Analysing and investigating the collected data further where required.
- Provide advice on ongoing projects and how they might affect service users, using existing and learned knowledge and expertise.
- Providing support and guidance to administrative colleagues.
- Assisting as necessary with the recruitment of staff, students, and interns
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

ROLE SPECIFIC DUTIES

- Developing and co-ordinating effective delivery of the Centre's programme of activities (e.g., coffee mornings, hack events, training, networking events) to engage students, colleagues and external contacts.
- Supporting the group or centre's management team to establish targets and key performance indicators for their activities and then creating annual progress reports.
- Co-ordinate the delivery of a communications plan for the centre or group.

Dimensions

- Work within an average annual budget of £90,000
- 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 Senior Research Manager and Academic lead (s) , working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their division. 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 Division's/Unit's/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.
- Balance effectiveness and cost-efficiency in the management of the budgets you may be accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills.
3. Well-developed interpersonal skills with the ability to quickly build rapport.
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Ability to assess problems effectively and make standard minor impact decisions autonomously.
7. Competent IT skills to effectively manage own workload – MS Suite.
8. Ability to provide pastoral welfare support to junior members of the team where necessary.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Confident working knowledge of area of expertise.
2. Experience of committee servicing and minute taking at large and complex meetings
3. Experience of event management, marketing and/or recruitment
4. Experience of managing internal and external communications

DESIRABLE CRITERIA

1. Demonstrable experience in a similar role.
2. Demonstrable experience working in a university or similar environment.
3. Knowledge of the Higher Education sector relevant to the role, including regulation and/or compliance
4. Previous experience of report writing
5. Previous experience of budget/bursary management
6. Knowledge of project management techniques
7. Knowledge of the external landscape in the relevant research areas

