



1 Advertisement

Post Title: Research Administrator

School/department: University of Sussex Business School

Hours: Part time hours considered up to a maximum of 18.25 hours per week. Requests for flexible working options will be considered (subject to business need)

Contract: Fixed term until 31/01/2026

Reference: 9716

Salary: Starting at £23,144 to £26,396 per annum, pro rata if part time

Placed on: 06 September 2022

Closing date: 28 September 2022. Applications must be received by midnight of the closing date

Expected Interview date: TBC

Expected start date: As soon as possible

The University of Sussex Business School are seeking to appoint a part time Research Administrator for a 5-year project funded by the UKRI 'Transforming Food Systems' Strategic Priorities fund. The project builds on a strong collaboration between the Universities of Reading, Sussex, Plymouth, Cranfield and Kent, plus numerous partners from community and civil society organisations, the food sector and the policy world.

Working closely with the Women's Environmental Network (Tower Hamlets, London) and the Brighton and Hove Food Partnership (East Sussex), the project led by Sussex is titled "Co-production of healthy, sustainable food systems for disadvantaged communities". Based on the principles of research co-production, the project is envisioned to provide citizens of socio-culturally diverse communities with choice and agency over the food they consume, the chains through which they access their food, and the policy frameworks that are needed to support the vision of a more inclusive and socio-environmentally just agrifood system for all.

Please contact [Richard Taylor](#) 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.

2. The School / Division

University of Sussex Business School

The University of Sussex Business School is a unique research-focused interdisciplinary school, which takes a strong policy-directed view on business practices while also developing the underlying core disciplines.

As a dynamic, research-orientated and interdisciplinary School, we produce cutting- edge research that addresses real-world issues, pressing global policy agendas and business practices, whilst also being committed to developing the underlying core disciplines.

The School is committed to the University's vision to understand and help address the grand issues of our time, by challenging conventional thinking and discourse, being creative and open in our approach and innovative in our methods in order to produce world-class research with impact.

3. Job Description

Job Title: Research Administrator

Grade: G4

School/Division: University of Sussex Business School

Location: Jubilee Building / Essex House

Responsible to: Research Manager

Direct reports: n/a

Key Contacts: Sussex investigators and project partners across the consortium.

Role description:

To provide administrative and communications support for the research activities, including events, of the project "Co-production of healthy, sustainable food systems for disadvantaged communities".

PRINCIPAL ACCOUNTABILITIES

1. Provide clerical support to the project.
2. Within clear parameters, take responsibility for specific projects or areas of work, as assigned by the project investigators and / or the Research Manager.

KEY RESPONSIBILITIES

- Working as part of a team and within the wider institution, act as first point of contact for the administration of the project. Respond to general enquiries, interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.
- Assist in producing and maintaining a number of sources of information on websites and in publications.
- Make administrative arrangements for training and events, including room booking, risk assessment, catering, and travel and accommodation for staff. Attend and facilitate events in person, including supporting venue set up, welcome and registration of attendees, processing expenses, and post-event clear up and communications.
- Follow administrative procedures, write new office procedures and set up new office systems.
- Advise project staff on University/School procedures and processes.
- Organise mailings for communication, training, and events; maintain mailing lists.
- Assist with organising meetings, including scheduling, compiling agendas and recording minutes.
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables.
- Raise purchase orders and arrange payment of invoices on the Finance System.
- Support project communications and engagement, including impact and knowledge exchange activities, and disseminating information through a variety of channels and media.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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.
- 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.

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.
2. Effective planning and organisational skills to organise own workload and priorities. Ability to balance competing demands.

3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manager own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Excellent attention to detail.
2. Ability to develop an understanding of the research area.
3. Experience supporting or organising events, e.g. conferences, seminars and workshops.
4. An interest in food systems research and working with community groups.
5. Commitment to providing high levels of service.

DESIRABLE CRITERIA

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.