1. Advertisement

Post Title: Research Support Administrator x 2 (1.6 full-time equivalent)
School/department: Research and Enterprise Services
Hours: Full-time and/or part-time options will be considered across the 1.6FTE.
Requests for flexible working options will be considered (subject to business need)
Contract 6 month fixed term contract
Reference: 4471
Salary: Starting at £25,941 to £30,046 per annum
Placed on: 22 September 2020
Closing date: 06 October 2020. Applications must be received by midnight of the closing date.
Expected Interview date: 14 October 2020
Expected start date: as soon as possible

This vacancy is only open to those currently employed by the University

Applications are invited for two fixed term posts (totalling 1.6 FTE) in Research and Enterprise Services, which is responsible for providing professional services support for the University’s research and enterprise activities. The post holders will be based in the Research Development team which provides advice and professional support to the University's academic staff in their pursuit of external research and knowledge exchange funding.

We are looking for well-organised and self-motivated individuals with excellent numeracy and administrative skills to assist the Research Development team. The roles will support the development of low risk projects, with a focus on costing and pricing of projects, internal approvals, submission to funders, and acceptance of awards.

The post holders will also assist with the preparation of internal funding communications and events, updating the team’s website, and supporting the smooth running of the team’s operational / administrative functions.

There are three research support administrator roles in the Research Development team, typically each supporting a cluster of schools, who work closely together and provide mutual cover during periods of absence.
You should be educated as a minimum to A level standard or equivalent, and have budget / project costing experience; experience preparing bids for funding calls would be an advantage. You must be numerate and have excellent organisational abilities.

Ideally you will have a knowledge of the research funding environment in which universities work, and the interpersonal and communications skills needed to work effectively with the University's academic staff.

Enquiries about this post can be made with:

Name: Deborah McGuchan   Senior Research Development Officer
E: deborah.mcguchan@sussex.ac.uk

Name: Tina Lehmbeck   Senior Research Development Officer
E: B.Lehmbeck@sussex.ac.uk

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

Please find further information regarding the division at https://www.sussex.ac.uk/research/about/research-and-enterprise

And http://www.sussex.ac.uk/staff/research/index

3. Job Description

Job Description for the post of: Research Support Administrator

Division: Research & Enterprise Services
Team: Research Development
Location: Falmer House
Grade: 5
Responsible to: Senior Research Development Officer

Purpose of the post:
The post holder will provide support for the planning, development and delivery of research and knowledge exchange activity, in particular through externally-funded projects and activities.

The role holder will support the setting up, development, and in particular budget preparation and internal approval of research proposals and awards, and associated support activities within the Research Development team.

**Key Responsibilities:**

1. **Proposal Support – support of research funding proposals (excluding complex bids, and those over £1m)**
   - Provision of standard non-technical and institutional position content.
   - Identification and ensuring handling of regulatory requirements (e.g. ethics, data protection, procurement, etc.).
   - Review of full proposal for consistency with funder requirements, drawing on an internal network of advisors as appropriate.
   - Costing and pricing, up to £1m, of all proposals prior to formal authorisation, providing advice to investigators and other School staff in the construction of costs and approaches to pricing.
   - Undertaking risk assessment of proposals, and ensuring that each is appropriately authorised and recorded, prior to submission. Keeping HoD, HoS and others informed as appropriate.
   - Final approval and submission of proposals in funder electronic systems.
   - Under direction and guidance from a Senior Research Development Officer, support specific larger complex proposals, as required.

2. **Internal Programmes Proposal support**
   - On instruction from a Senior Research Development Officer, providing support in the construction of costs and pricing for internally managed programmes (such as the ESRC IAA, Wellcome Trust ISSF and other block grants), and for other Divisions (such as DARO) as needed.

3. **Award Acceptance**
   - Excluding complex bids, and those over £1m, supporting and where appropriate being responsible for ensuring the checking of awards and that due process is followed, and that all regulatory requirements (e.g. due diligence, ethics) are in place before authorising the award.
   - Co-ordinating the contractual aspects of awards, such as sub-contracts / sub-awards / collaboration agreements (instructing and working with the Contracts and IP team, as necessary).
   - Ensuring that key deliverables and contractual obligations are highlighted to the researchers and their Heads of Schools.
   - Alerting other interested internal parties, in particular where they are required to act in or oversee an element of the activity, e.g. equipment purchase, training needs, special facilities.
   - Overseeing the preparation of the required documentation for the establishment of a project account.

4. **Research Funding Intelligence**
   - Preparation and delivery of regular e-communications with funding opportunities and policy information.
   - Responsibility for ensuring information is relevant and current, including on institutional and divisional web pages.

4. **Customer Liaison and Management**
Supporting the Research Development team in managing key customers, through information gathering, dissemination, and setting up meetings. Assisting with customer and funder due diligence checks, and systems setup.

5 **Systems**
Proficient use of University software systems / bespoke spreadsheets, and file management systems in support of setting-up, managing and tracking research proposals and awards. For example, Costing & Pricing software, project progress sheets, research finance system, research information (reporting) system, etc. Ensuring that proposals and awards are channelled through the appropriate approval and authorisation protocols and that their status is correctly logged in the University’s research management system.

6 **Policies and Regulatory Environment**
Maintenance of a good understanding of the University’s policies as they relate to research and knowledge exchange. A basic understanding of critical regulatory requirements and/or policy issues (e.g. VAT, Insurance, employment law/IR35, relevant UK government policies).

7 **Training and Development**
Supporting the organisation of workshops and external visits. Managing the reference library of relevant materials and proposals. Preparing “New Starter” packs for new faculty, and maintaining the currency of its content. Support the induction and training of new team members. Involvement and participation in the University R&E admin network.

8 **Team Working**
Work closely with other members of R&E, in particular with the other divisional R&E Administrators, the Research Finance Officers, and the Research Development team’s administrators and Research Development Officers. Provide cover for the other Research Support Administrators during times of absence, as required.

Liaise closely with the relevant School R&E Co-ordinators, and with the School Directors of Research and Knowledge Exchange and Heads of School as appropriate.

9. **Special Projects:**
Support the Senior Research Development Officers with ad-hoc projects and on-going programmes such as the Enterprise Panel Pipeline, as required.

10 **Other**
Other relevant tasks in support of the team’s Officers, and any relevant support for the R&E Management Team.

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.
4. **Person Specification**

**SKILLS / ABILITIES**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Good communication skills, able to convey information in a clear and accurate manner.</td>
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<td>Excellent numerical skills.</td>
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<td>Excellent administrative and organisational skills.</td>
<td>✓</td>
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<td>High degree of accuracy and attention to detail.</td>
<td>✓</td>
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<td>Ability to multi-task and work effectively to deadlines while under pressure.</td>
<td>✓</td>
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<td>Ability to draft excellent written material, in a clear and accurate manner.</td>
<td>✓</td>
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<td>Ability to work as part of a team and to foster good relations within and outside the Division.</td>
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<td>Good IT skills – use of Word, Excel, Email, databases, and ability to master new IT systems as a user.</td>
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**KNOWLEDGE / EXPERIENCE**

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<td>Previous experience of supporting project development and review, including costing.</td>
<td>✓</td>
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<td>Previous experience of organising events with minimum supervision involving liaising with a variety of personnel.</td>
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<td>Demonstrable experience of drafting / editing written material such as newsletters, key documents, and communications.</td>
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<td>Demonstrable experience of working with databases, spreadsheets with an emphasis on accuracy.</td>
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<td>Demonstrable experience of implementing / following guidance for procedures and systems.</td>
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<td>Understanding of physical and electronic filing systems.</td>
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<td>Editing / updating web pages.</td>
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**QUALIFICATIONS**

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<tr>
<td>Educated to “A” level standard or equivalent (with GCSE or equivalent Maths and English A* - C).</td>
<td>✓</td>
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<td>Educated to Degree level or equivalent.</td>
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**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

20/08/2020
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<td>Thrives in a team environment but able to work independently</td>
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<td>where necessary and accept individual responsibility.</td>
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<td>Have a proven ability to provide a high standard of service.</td>
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<td>Demonstrate a flexible approach to workloads, and a willingness</td>
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<td>to work longer / flexible hours as necessary to meet deadlines.</td>
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<td>Possessing a helpful and responsive approach, and a good team</td>
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