

## 1 Advertisement

**Post Title: Senior Research Officer**

**School/department:** School of Global Studies

**Hours:** Full time hours (36.5)

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

**Contract:** fixed term for 8 months

**Reference:** 5050

**Salary:** starting at £30,046 to £33,797 per annum, pro rata if part time

**Placed on:** 10 February 2021

**Closing date:** 24 February 2021 Applications must be received by midnight of the closing date.

**Expected start date:** 01 March 2021

The School of Global Studies is seeking to appoint a highly motivated Senior Research Officer to work closely with the school leadership team to implement the research strand of the school strategy and to manage the school professional services research staff.

This role would suit applicants with experience of working within a higher education environment and with experience of research administration.

Please contact Pippa Robinson, [pir26@sussex.ac.uk](mailto:pir26@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](http://www.sussex.ac.uk/schoolsandservices/schools/)  
<http://www.sussex.ac.uk/schoolsandservices/schools/>

*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 school/division at:  
<http://www.sussex.ac.uk/global/internal/>

## 3. Job Description

Job Description for the post of: Senior Research Officer

**School: Global Studies**

**Location: Arts C**

**Grade: 6**

**Responsible to:** Head of Professional Service

**Responsible for:** School research support staff grade 3,4,5 – PS team (of less than 5 FTE)

**Purpose of the post:** To work closely with the school leadership team to implement the research strand of the school strategy and to manage the school professional services research staff. This post is to provide professional support for the research environment, impact and activity in the school

### Key Responsibilities

#### 1. Contribution to the school research strategy and leading the development of systems, policies and processes to support its implementation

- Establish a good understanding of, contribute to and collaboratively support the goals and vision of school research strategy.
- Develop, communicate and oversee the implementation of effective systems, policies and procedures to support the school research strategy.
- Be the key contact point in the school for the HoS and DRaKE for professional research support.
- Build close working relationships with Research Centre leads, research projects staff and Principal Investigators as required.
- Collaborative working with the RDO and DRaKE to identify and promote opportunities for strengthening and bringing together research capabilities in key areas.
- Contribute to new and planned initiatives, and associated sources of funding, as part of the school research and knowledge exchange strategy. Play a lead role in liaising with internal and external partners.

#### 2. Staff management and capacity planning

- With the Head of School, DRaKE and Head of Professional Service manage the workloads and contracts of school professional services research staff, in accordance with University policy and procedures
- To manage a team of school Professional Services staff (including recruitment, deployment, probation, appraisal, performance reviews and staff development).

### **3. Developing and promoting the school Research Environment:**

- Provide proactive support for the DRaKE in developing and promoting the School's research environment and external engagement,
- Proactively monitor, identify and disseminate opportunities for research, knowledge exchange; including developing systems for deadlines and milestone reminders.
- Oversight of the planning and organisation of meetings, workshops and events including arrange venues, accommodation, catering, and travel arrangements
- Oversight of the production of research and knowledge exchange related marketing material and documentation for publicity/events including web and social media communications to promote the school research environment.
- Work with faculty to produce targeted communications materials for engaging with external audiences, designing, drafting and structuring content e.g. development of policy briefs.
- Gather and present data on research income, doctoral students, and other elements of the research environment to showcase the School's research activity and achievements.

### **4. Development and professional support for Research Impact, REF and KEF:**

- Proactively support the DRaKE, REF lead and other faculty in the development of REF impact cases, including working with individual academic authors, undertaking editorial, proofreading and feedback.
- Co-ordinate the preparation of the School REF submission, under the direction of the Head of School and others involved in REF management, but also taking the initiative when appropriate, and providing regular reports on progress.
- Understanding and interpreting Research England guidance on REF, and working closely with REF managers at the University on the internal interpretation and application of this guidance.
- Maintain a detailed information on the School's shortlisted and emerging impact case studies, including key information on eligibility, risks and requirements, alongside feedback and grades from internal review exercises.
- Take forward specific research-related projects and initiatives including identifying impact funding opportunities.
- Understand the policy environment to identify future impact opportunities and proactively support research staff to develop impact cases.
- Modelling quantitative data on REF outputs, impact and environment, including quality assessment data, grant data, and other forms of research data.
- Working in a sensitive and informed way with individual researchers to understand their publication and impact plans in the context of the REF
- Working with colleagues in the Library and R&E to quality assure and validate data, including outputs compliance with Open Access requirements. Undertaking regular data checking and resolving errors, omissions, and issues of data presentation.
- Work closely with relevant colleagues in other Schools who are contributing to or collaborating on REF submissions
- Supporting any committees or working groups established within the School to prepare for REF, as required.

### **5. Research activity monitoring, evaluation and reporting**

- Oversight of school research activity including preparing reports for the DRaKE for internal use e.g. SMT meetings and university level meetings.
- Oversight and member of relevant School meetings, especially its Research Committee.
- Oversight and regular review of school research systems including project reports, contracts, visiting academic staff and other project and finance data;
- Support the DRaKE in formulating and use of school research finance including

- preparation of budget statements and reports;
- Support the preparation of submissions (e.g. impact awards), and of narrative reports to funders and accreditation bodies related to the impact of specific research.

#### **6. Professional development and other duties**

- Actively participate in relevant school and university meetings.
- Keep abreast of relevant developments in the field of REF, KEF and Research Management, through attendance at events and development of professional networks.
- Maintain effective working relationships with all relevant staff within the School and across the University, specifically colleagues within Research and Enterprise, External relations, Finance, HR, and School research centres.
- Any other duties as required

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**

##### **Person Specification**

##### **ESSENTIAL:**

- Knowledge Higher Education research administration.
- Staff management experience
- Ability to work as part of a project team operating to tight deadlines and with a range of individual priorities;
- Experience of drafting text reports and/or briefings including excellent proof-reading and editing skills.
- Evidence of collaborative working including relationship building, developing ideas and a forward-thinking approach.
- Experience of handling confidential information in a safe, legal and compliant manner
- Experience of organising events such as conferences, workshops and committee meetings
- Experience of correspondence with and presenting reports/analysis to senior managers and diverse sets of colleagues, including those with both expert and lay understandings of the context.
- analytical and numerical skills including finance and budget management
- Ability to act with authority, and successfully influence in negotiations with senior colleagues
- Excellent organisational and planning skills, with experience of working to strict internal and external deadlines

##### **DESIRABLE:**

- Previous experience of working directly with academic research staff;
- Previous experience of marketing and publicity including design and/or social media;
- Knowledge of the academic publishing landscape, including of Open Access policy.
- Experience of interpreting, and working within the context of, national research policy.
- Experience of working with publication repository systems.
- Knowledge of REF and broader Higher Education research policy;
- Previous experience of writing or editing impact case studies for the REF;
- An understanding of research ethics and their relevance to evidencing and impact;
- Previous engagement with impact generation activities;
- Understanding the UK policy structures and policy engagement strategies
- Broad knowledge of the School's subject areas

**The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science and engineering at Sussex.**