happy to talk flexible working

1. **Advertisement**

Post Title: Research and Enterprise Coordinator
School: School of Mathematics and Physical Sciences / Professional Services.
Hours: Full time or part time hours considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Permanent.
Reference: 21734
Salary: Starting at £28,759 to £32,982 per annum, pro rata if part time.
Placed on: 03 October 2023.
Closing date: 27 October 2023. Applications must be received by midnight of the closing date.
Expected interview date: To be confirmed
Expected start date: As soon as possible.

Are you an experienced administrator with a passion for research support, team leadership and the ambition to deliver exceptional service?

The School of Mathematical and Physical Sciences are seeking an energetic and well organised individual to join the team and lead our support of high-quality research activity.

This is an rare opportunity to join a busy, friendly, and lively team of Professional Services staff, who are vital to the smooth running of this growing school. You will join us during an exciting period of transition, and we will explore with you the opportunities this can afford.

Research activity in the school is high and you will work with faculty who are making significant and world leading contributions to science. The school works across several strategic research areas, including exciting collaborations within school research groups, the university and externally with academic, institutional, and commercial partners.

You will be eager to help and committed to continuous improvement. The role benefits from a varied and interesting array of tasks, and uniquely allows the post holder to interact with a wide range of colleagues, academics, and research students.

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 Sinead Rance s.rance@sussex.ac.uk for informal enquiries.

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, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

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.**

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2.   The School

Please find further information regarding the school here: http://www.sussex.ac.uk/mps/

Please find further information about research in the school here:

http://www.sussex.ac.uk/maths/research/

https://www.sussex.ac.uk/physics/research/

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3.   Job Description

Job Description for the post of: Research and Enterprise Coordinator

School: School of Mathematical and Physical Sciences

Location: Pevensey II

Grade: Grade 5

Responsible to: Assistant Research Manager (Postgraduate Researchers)

Responsible for: Research Support Coordinator, Research Support Coordinator (Doctoral Researchers)

Key contacts: Director of Doctoral Studies, Director of Research and Knowledge Exchange, Research Group Heads. Professional Services colleagues in the School Office Team and other relevant divisions.

Purpose of the Role:
To provide administrative support for the complete cycle of research and enterprise activities and to provide administrative support to faculty, research students and postdoctoral research fellows in conjunction with the Doctoral School, the Director of Doctoral Studies, the

Departmental Directors of Research & Knowledge Exchange (DRKEs), and PS colleagues in the Research Management Team.

Role description:

To have general responsibility for the coordination of school research support acting as a point of contact and link between students, staff members, internal departments, and external contacts. To co-ordinate the provision of administrative support ensuring that research related processes and activities operate efficiently. The post holder will have a more detailed level of knowledge and experience in the research support area than that of their colleagues in the school office team.

In liaison with the Director of Research and Knowledge, the post holder will assist with supporting the aims of the school's research strategy. Ensure that the internal processes related to research funding opportunity, proposal, review, and submission operate smoothly. Assist in research assessment activities and contribute to maintaining and improving the research environment.

The post holder will oversee the administrative support to postgraduate research students in liaison with the Director of Doctoral Studies. They will coordinate administrative support for the school's doctoral researchers, whilst ensuring compliance with the relevant university and local procedures, in the areas of admission, progression, registration, funding, and thesis submission. They will promote and coordinate activities in support of doctoral researcher wellbeing and development.

PRINCIPAL ACCOUNTABILITIES

In relation to a range of research support processes, to:

1. Manage the administration of bursaries, studentships and scholarships including assisting with the processes for applications to funding bodies and using any relevant application systems. Administer and monitor PGR student-related budgets.

2. Provide effective team leadership managing the workload of the team overseeing the support of the successful delivery of research support services in the school through the effective co-ordination of activities, events, and meetings.

3. Lead on the maintenance, publication and dissemination of information, and the appropriate communications, to ensure services and processes are understood, utilised, and applied.

4. To act as the main point of contact for service users in the effective and efficient delivery of research support within the school.

5. Provide support for quality assurance and staff and/or student feedback activities, including reporting on usage and uptake information.

KEY RESPONSIBILITIES

1. Working as part of the school office team, the school, and within the wider institution, in line with local policy and procedure, the post holder will assist with the planning, scheduling, and delivery of activities, events and meetings; they will respond to enquiries interpreting university and external regulations as appropriate, considering implications of problems, and referring to others as appropriate; deal with 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.
- Coordinating the delivery of activities according to the schedule, and in liaison with the managers responsible for delivery.
- To act as an ambassador for the service, with a focus on customer service and delivery.
- Contribute ideas and suggestions for improvements to work practices and methods.

2. Manage the financial administration of research support liaising with centrals teams as appropriate.

- Administrate bursaries, studentships and scholarships including assisting with the processes for applications to funding bodies and using any relevant application systems.
- Administer and monitor PGR student-related budgets.
- Provide support for expenditure and reporting on grant awards as appropriate.

3. Communicating effectively with all stakeholders

- Publicising activities, events, and meetings to all relevant staff, students, or external parties in an effective way.
- Contributing to the editing of local guidelines and documentation ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date, and accessible.
- Overseeing the maintaining of website pages (and other sources of information) to accurately reflect current activity in an engaging way.

4. Providing support, information, and guidance to staff and students.

- Ensure within the research support team incoming queries are answered in a helpful and timely way, and in line providing explanations where necessary, and ensure team members know when to escalate queries appropriately.
- Providing guidance on relevant procedures and processes.
- Ensuring staff and students are aware of procedures and processes.

5. 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.

6. Lead on 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.
- Providing usage and uptake reports as requested.
- Presenting data on attendance and usage to enable analysis and interpretation.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any responsibilities for equipment or premises.
- With the support of their line manager, the post holder will be team lead and supervise the day-to-day workload of clerical staff within the research support team.
- The post holder reports to the Assistant Research Manager (Postgraduate Researchers), 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.

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4. PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education.

2. Effective administrative, planning, and organisational skills; able to organise workload and priorities with the ability to identify and improve administrative processes where necessary.

3. Ability to work proactively and reactively to monitor, prioritise, and delegate a broad workflow.

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 team, and on own initiative.

6. A high level of 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.

8. Helpful, cooperative, and sensitive to the needs and feelings of others including a commitment to customer service, approachability, and flexibility in responding to emergencies and unforeseen events.

9. Working with accuracy with a high level of attention to detail.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability to explain regulations and procedures in a clear and concise manner.

2. Ability to deal effectively and to communicate well with people at a range of levels.

3. Ability to influence and persuade.

4. Ability to effectively motivate a team of staff.

5. Experience of financial administration

DESIRABLE CRITERIA

1. Experience of working in a similar role.

2. Experience of working either within an academic school or research support focused higher education role

3. Experience of supervising, leading or managing staff

4. Experience of tracking and monitoring budgets and payments

5. Knowledge of the UK higher education environment, especially research activity.