1 Advertisement

Post Title: Research Programme Coordinator
School/department: University of Sussex Business School, Sussex Sustainability Research Programme (SSRP), Professional Services
Hours: Part time hours considered up to a maximum of 18.25 hours per week (0.5 FTE). Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Fixed term until 31 July 2025
Reference: 10310
Salary: Starting at £23,144 to £26,396 per annum, pro rata for part time
Placed on: 05 December 2022
Closing date: 12 January 2023 Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: ASAP

The Sussex Sustainability Research Programme (SSRP) is an exciting collaborative initiative by the University of Sussex and the Institute of Development Studies, providing interdisciplinary research in sustainability. SSRP is seeking a Coordinator to provide day-to-day operational, administrative and financial support to the Programme and the projects it funds, supporting a complex and growing body of work. The Coordinator will liaise with researchers, partners and stakeholder groups, and work closely with the Communications & Engagement Officer and Programme Manager to help deliver the core aims under the newly-launched second phase of the Programme.

The appointed candidate will be confident working with spreadsheets, administrative and finance systems, as well as being meticulous and well organised, able to work both independently and within teams, self-managing a varied workload with competing priorities. An understanding of research in the areas of sustainable development would be beneficial.

Please contact Katie Hiscock, Programme Manager, 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

Please find further information regarding the Programme at https://www.sussex.ac.uk/ssrp/

The post-holder will support activities across the core schools of SSRP and will be
based in the University of Sussex Business School.

**The University of Sussex Business School** is a research-intensive, interdisciplinary school, which takes a strong policy-directed view on business practices while also developing the underlying core disciplines. The School produces cutting-edge research that addresses real-world issues, pressing global policy agendas and business practices, with particular strengths in sustainable development and innovation, energy policy and net-zero, climate finance, sustainable supply chains, inclusive trade, food systems and work in the digital age.

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.

**The Sussex Sustainability Research Programme (SSRP)** was staffed in 2017 and spans five of the University’s Schools (University of Sussex Business School; Global Studies; Life Sciences; Law, Politics & Sociology; and Media, Arts, Humanities) and the Institute of Development Studies (IDS), to build on distinctive Sussex strengths in sustainability research and policy engagement. The Programme maintains a research environment that will enable Sussex to achieve a step change in research income generation and impact. Beginning with social and political questions that the challenge of sustainability reveals, SSRP addresses complex socio-economic, technical and environmental challenges and is developing problem-focused research across disciplines in the natural and social sciences.

The SSRP is:
- Establishing Sussex firmly as ‘the go-to place’ for interdisciplinary research to understand complex sustainability challenges
- Developing a collective ‘sustainability’ identity across the Sussex campus
- Substantially increasing research income, and consolidating and maximising the return on recent investments
- Delivering research output of the highest international quality
- Providing a focus and drive for the University strategy of embedding sustainable development in teaching.

3. **Job Description**

**Job Description for the post of:** SSRP Coordinator

**Department:** Sussex Sustainability Research Programme (SSRP)

**Section/Unit/School:** University of Sussex Business School, Professional Services

**Location:** Hybrid working with primary base on campus

**Grade:** 4
Responsible to: SSRP Programme Manager
Direct reports: N/A

Role description:

PRINCIPAL ACCOUNTABILITIES

In relation to a range of processes, to:

1. Support the successful delivery of services and processes through the effective support of activities, events and meetings

2. Maintain, publish and disseminate information and appropriate communications (in support of the Communications Officer) to ensure services and processes are understood, utilised and applied

3. Act as an important point of contact for service users in the effective and efficient delivery of services

4. 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 a team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of activities, events and meetings including, but not limited to:

Programme Administration

- Supporting SSRP project Principal Investigators, Co-Investigators and the Programme Directorate;

- Provide important regular information services to Sussex research community such as regular cataloguing of imminent funding calls;

- In conjunction with the Communications & Engagement Officer, organising logistics for meetings and workshops, and assisting in the planning and organisation of events;

- Drafting agendas and minuting meetings;

- Working with the Programme Manager to manage invoicing, requisitions and reconciliation of funds;

- Providing administrative support for the Programme Directorate and Management Group as required.

Administration/Finance
- Maintaining a calendar of crucial deadlines and important events;
- Assisting with maintaining data and records related to the research projects, including contracts and financial reporting;
- Ensuring compliance with all procedures around contracts and staff recruitments;
- Organising venues, accommodation, catering, and travel arrangements for meeting, workshops and other events;
- Providing administrative support for workshops, seminars, conferences and other events;
- Contributing to the maintenance of project databases, web pages and other information systems;

2. Communicating effectively with all stakeholders

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

4. 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

5. Creating and maintaining accurate information on activity that has taken place
   - Creating comprehensive records and files for future reference
   - Providing usage and uptake reports as requested
   - Presenting data on attendance and usage to enable analysis and interpretation

6. This role does not have any budget responsibility

7. This role does not have any line management responsibility

8. This role does not have any responsibilities for equipment or premises

9. Support achievement of the Programme’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.
INDICATIVE PERFORMANCE CRITERIA

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).

2. Effective planning and organisational skills to organise own workload and priorities.

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 manage own workload – MS Suite, and especially Excel.

ESSENTIAL ROLE-SPECIFIC CRITERIA

6. The ability to maintain accuracy and prioritise work to meet deadlines in a busy work environment.

7. Analytical and numerical ability.

8. A proactive approach to problem solving.

9. Experience running events and organising and servicing meetings.

10. Experience of financial administration and producing reports.

11. Comfortable working on routine aspects of administration.

12. Ability to develop and maintain organisational systems.

13. Ability to deal with a wide range of different people including the experience to deal with high level staff at other organisations


DESIRABLE CRITERIA

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

3. University degree in an area related to sustainability science or policy.