UNIVERSITY OF SUSSEX

Advert 1
Ref: 1479

Research and Enterprise Services
Research Support Administrator
Fixed-term until 30th June 2017, full-time
Salary range: starting at £24,565 and rising to £28,452 per annum.
Closing date for applications: 27 January 2017
Expected interview date: w/c 5 February 2017
Expected start date: ASAP

Applications are invited for this fixed term full-time post in Research and Enterprise Services, which is responsible for providing professional services and support for the University’s research and enterprise activities, including the commercial exploitation of the University’s intellectual property.

The post-holder 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 (including consultancy activity).

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

This role is one of two in the Research Development team, each supporting one of two team clusters, 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 some experience of preparing bids for funding including project costing experience. 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: Anett Kiss
E: A.Z.Kiss@sussex.ac.uk
T: 01273 873831

Senior Research Development Officer
(Line Manager)

Name: Deborah McGuchan
E: Deborah.mcguchan@sussex.ac.uk
T: 01273 87755

Senior Research Development Officer

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity
2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. Professional Services

The Professional Services comprise approximately 750 staff across eleven main divisions. The budget is approximately £12m a year.

Reporting to the Registrar and Secretary, the Professional Services are organised as follows:

- Academic Registry
- Communications & External Affairs
- Development and Alumni Relations
- Health, Safety and Environment
- Human Resources
- Planning, Governance and Compliance
- Research and Enterprise
- Residential and Campus Services
- Student Recruitment and Marketing
- Student Services
- Finance

The University’s professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven Schools of Studies is headed by a School Administrator who reports to their Head of School.

RESEARCH AND ENTERPRISE SERVICES

The University’s Research & Enterprise Services (see: www.sussex.ac.uk/res) is one of the main divisions of the Professional Services reporting to the Registrar and Secretary. It currently comprises five teams: the Doctoral School (PGR and Early Career researchers); Research Development (proposal support across all funders and mechanisms and aligned to the School structures); Research Finance (responsible for post award grant administration); and Contracts & IP (legal support and IP management), and Research Quality & Impact (assessment, quality assurance, and support for impact and research communication). It also provides dedicated support to the University’s internal pump-priming initiatives via “Sussex Research” http://www.sussex.ac.uk/staff/research/sussexresearch.

The post-holder will join the Research Development team (numbering 19), and will be based in Falmer House on the University campus. The role of this team is key in supporting the
University’s ambitions for growing and managing its research and business activity. The post-holder will support a specific sub-set (cluster) of the Research Development team (and the Schools supported by that cluster). From time to time, the post-holder may be required to provide support to a specific School working alongside that School’s Research Development Officer.

The post-holder will report to one of the two Senior Research Development Officers of the team in which the posts will be based. The Senior Research Development Officer is directly responsible to the Head of Research Development.

This is an exciting period in the delivery of the University’s research strategy, a key goal of which is to support a major increase in research and business income.

4. Job Description

**Research Support Administrator**

<table>
<thead>
<tr>
<th>Division</th>
<th>Research &amp; Enterprise Services</th>
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<tbody>
<tr>
<td>Team</td>
<td>Research Development</td>
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<tr>
<td>Location</td>
<td>Falmer House</td>
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<tr>
<td>Grade</td>
<td>5</td>
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<tr>
<td>Responsible to</td>
<td>Senior Research Development Officer</td>
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<td>Responsible for</td>
<td>Mentoring and supporting the team’s Research Development Assistant</td>
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**Purpose of the post:**

To 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 and development of research proposals and awards, and associated support activities (within the Research Development team).

**Key Responsibilities:**

1. **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.

2. **Proposal Support.** Support of research 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. Approval of costing and pricing, up to £1m, of all proposals prior to formal authorisation, providing advice to investigators and administrative 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.

3 **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, Enterprise Panel, and Wellcome Trust ISSF), 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. 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.

3 **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. EU state aid, VAT, Insurance, 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 Grant Administrators, and the team’s Research Development Assistant and its Officers. Provide cover for the other
Research Support Administrator and the Research Development Assistant 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 as appropriate.

9. **Special Projects:**
Support the Head of Research Development 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.

5. **Person Specification**

**SKILLS / ABILITIES**

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<tr>
<th>SKILLS / ABILITIES</th>
<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>
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<td>High degree of accuracy and attention to detail.</td>
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<td>Ability to multi-task and work effectively to deadlines while under pressure.</td>
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<td>Ability to draft excellent written material, in a clear and accurate manner.</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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<th>KNOWLEDGE / EXPERIENCE</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Previous experience of supporting project development and review, including costing.</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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<tr>
<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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Editing / updating web pages.  

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<tr>
<th>QUALIFICATIONS</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Educated to “A” level standard or equivalent or be qualified by experience (with GCSE or equivalent Maths and English A* - C).</td>
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<tr>
<td>Educated to degree level or equivalent or be qualified by experience</td>
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<th>PERSONAL ATTRIBUTES AND CIRCUMSTANCES</th>
<th>Essential</th>
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<td>Thrives in a team environment but able to work independently 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 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 ethos.</td>
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