UNIVERSITY OF SUSSEX

1 Advertisement Ref: 1657

Division: Research and Enterprise Services
Post title: Research Development Assistant (permanent, full-time)
Salary range: starting at £17,898, and rising to £20,046 it is normal to appoint at the first point of the salary scale.
Closing date for applications: 17 February 2017
Expected interview date: w/c 28 February 2017
Expected start date: ASAP

Applications are invited for this post in Research and Enterprise Services. The role provides administrative support to the Research Development team, which works with the University's academic staff in their pursuit of research and knowledge exchange funding (including consultancy).

We are looking for a well-organised, self-motivated, and reliable individual with excellent communication and administrative skills to assist the Research Development team in support of these and other University-wide research activities.

You should be interested in interacting with a wide range of personnel, and be able to function with initiative and at times independence.

For an informal discussion about this post, contact:
Deborah McGuchan, Senior Research Development Officer (line manager)
(01273) 877554 or Deborah.McGuchan@sussex.ac.uk

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 650 staff across eleven main divisions. The budget is approximately £12m a year. In addition, trading activities for residences and other campus services have a turnover of £17m 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 professional services support within each of the twelve 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](http://www.sussex.ac.uk/res)) is one of the main divisions of the Professional Services reporting to the Registrar and Secretary. It currently comprises six teams: the Doctoral School (PGR and Early Career researchers); Research Development (proposal support across all funders, and where this post will be based); Research Finance (responsible for post award grant administration); Contracts & IP (legal support and IP management), Research Quality & Impact (assessment, quality assurance, and support for impact and research communication); and the Director’s Office (research governance and management reporting). It also provides dedicated support to the University’s Internal pump-priming initiatives via “Sussex Research” - [http://www.sussex.ac.uk/staff/research/sussexresearch](http://www.sussex.ac.uk/staff/research/sussexresearch).

The post holder will join the busy Research Development team (currently 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 report to one of the Senior Research Development Officers, who report to the Head of Research Development.

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

4. Job Description

<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>
</tr>
<tr>
<td>Location</td>
<td>Falmer House</td>
</tr>
<tr>
<td>Grade</td>
<td>3</td>
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<tr>
<td>Responsible to</td>
<td>Senior Research Development Officer</td>
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<tr>
<td>Responsible for</td>
<td>n/a</td>
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Purpose of the post:
To provide centrally-based administrative support to the Research Development team, and the Head of Research Development.

Key Responsibilities:

1. **Communications (Newsletters and Events).**
   Assisting with the compilation of School Funding Newsletters and similar material, and in liaison with the Research Development team, assisting with the dissemination of funding information.
   On instruction from a member of the Research Development team, regularly updating the Divisional News and Events pages.

2. **Proposal / project Support.**
   On instruction from a Research Support Administrator / Research Development Officer, assisting with the set-up of project proposals on internal research systems.
   Maintaining the library of templates, good practice guides, and reference library of successful proposals.
   Administering and recording documentation relating to research and knowledge exchange activity.

3. **Award Acceptance.**
   Under direction, assisting with the preparation of internal Award Acceptance Forms and associated hand-over documentation for Research Finance for awarded projects (hard-copy, and e-systems).
   On instruction, anonymise reviewers’ feedback forms, and maintain them in an electronic reference library with the successful proposals.

4. **Information Administration / Systems.**
   Updating the institutional research system, including logging of proposals, their outcomes, and award details, producing project cover sheets and filing physical material related to proposals and awards.
   Managing the reference library of relevant materials and proposals.
   Preparing “New Starter” packs for new faculty and staff.
   Updating the Divisional procedures folder, and maintaining internal lists such as authorised signatories.

5. **Operational support.**
   Maintaining the team’s operational records relating to absence (annual leave / sickness recording), IT equipment (PCs, laptops).
   Co-ordinating stationery requests, maintaining physical filing systems, photocopying, and scanning and shredding of key documents.
   Raising Purchase Orders on the University’s Finance system and reconciling the monthly purchasing card statements.

6. **Supporting the Head of Research Development.**
   Administrative and operational support such as printing and scanning, setting up team meetings (and note taking), diary management, managing travel arrangements, and other ad-hoc support as needed (such as maintaining subscription records).

7. **Meetings, visits, and events.**
   Supporting the organisation of internal workshops and training events, and external visits, including preparing attendee badges, publicity, and other materials, and associated purchase orders / invoices.
Support the setting up of meetings and visits by liaising with attendees, organising room bookings and catering, travel arrangements as required.

8 Travel arrangements.
Researching and purchasing national and international travel for the team, including accommodation arrangements.

9 Team Working.
Work closely with other members of R&E, in particular the other R&E Administrators, the Research Finance Grant Administrators, and the team’s Research Development Officers and Research Support Administrators.

10 Other.
Other relevant tasks in support of the Research Development team, 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

<table>
<thead>
<tr>
<th>SKILLS / ABILITIES</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>1 Excellent administrative and organisational skills.</td>
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<td>✓</td>
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<td>2 High degree of accuracy and attention to detail.</td>
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<td>✓</td>
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<td>3 Excellent written, telephone, and interpersonal skills.</td>
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<td>✓</td>
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<tr>
<td>4 Good IT skills – use of Word, Excel, Email, databases, and ability to master new IT systems as a user.</td>
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<tr>
<td>5 Ability to draft excellent written material, in a clear and accurate manner.</td>
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<tr>
<td>6 Ability to undertake regular basic administrative tasks such as printing, scanning, shredding, ordering stationery.</td>
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<tr>
<td>7 Ability to work as part of a team and to foster good relations within and outside the Division.</td>
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<td>✓</td>
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<th>KNOWLEDGE / EXPERIENCE</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>8 Understanding of physical and electronic filing systems.</td>
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<td>9 Experience of regular filing and scanning tasks.</td>
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<td>✓</td>
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<td>10 Previous administrative experience.</td>
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<tr>
<td>11 Experience of organising meetings, managing diaries, and travel bookings.</td>
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<td>✓</td>
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<td>12 Editing / updating web pages.</td>
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<td>13 Previous experience of organising events with minimum supervision involving liaising with a variety of personnel.</td>
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<td>✓</td>
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Demonstrable experience of working with databases, spreadsheets with an emphasis on accuracy. □

Implementing / following procedures and systems guidance. □

QUALIFICATIONS

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

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<td>Be comfortable with routine aspects of administration.</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.</td>
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<td>Possessing a helpful and responsive approach, a good team ethos, and highly reliable.</td>
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6. Terms and Conditions of the Post

For a summary of the terms and conditions of the post, see: http://www.sussex.ac.uk/aboutus/jobs/terms.