1 Advertisement

**Post Title:** Research & Enterprise Coordinator  
**School/department:** University of Sussex Business School  
**Hours:** Full time considered up to a maximum of 36.5 hours per week. The School is moving to a hybrid working model whereby all Professional Services staff may work remotely up to 50% of the time as standard. Requests for further flexible working options will be considered (subject to business need).  
**Contract:** Permanent  
**Reference:** 6148  
**Salary:** Starting at £25,941 to £30,046 per annum, pro rata if part time  
**Placed on:** 06 July 2021  
**Closing date:** 26 July 2021  
**Applications must be received by midnight of the closing date.**  
**Expected start date:** As soon as possible

**This vacancy is only open to those currently employed by the University.**

The University of Sussex Business School is seeking an experienced, highly motivated and proactive professional to join its Research Management Team in the key post of Research & Enterprise Coordinator (REC). The School is world-leading in several fields of business and management research, with particular strengths in trade, science policy, innovation, sustainability and energy. The REC plays a central role in organizing, administering and facilitating the School's research operations.

The post is vital in providing efficient and effective support across a number of research activities, working closely with academic colleagues and others in the Research Management Team and beyond. Key duties include:

- Supporting the Research Manager and Associate Dean (Research) in delivering the School's Research Strategy.
- Managing the Research Support Team (2.8 FTE) and overseeing research support processes and activities within the School.
- Managing the induction of research staff plus the recruitment and line management of project-funded Professional Services (PS) research posts.
- Overseeing the School’s research pipeline, including new grants and staffing on research projects.
- Maintaining oversight of project-funded research posts – including research fellows and assistants – and actively managing recruitment and contracting issues to ensure continuity of posts and retention of talent.
- Supporting the School’s Research Mobilisation Groups and other research units.
- Assisting with the organization of research-related events, including the School’s annual Research Away Day and similar initiatives.
• Servicing the School’s Research Committee.
• Coordinating the research output review process and preparing materials for submission to the Research Excellent Framework (REF).

You will be enthusiastic, motivated and keen to develop both yourself and the team. An excellent communicator and team player, you will be comfortable working with a range of people and progressing multiple tasks simultaneously. Efficiency and proactivity are crucial; as are attention to detail and a willingness to adapt processes in response to external changes in order to maintain a relevant, high-performing and constantly improving research function.

Please contact Richard Taylor for informal enquiries: richard.taylor@sussex.ac.uk

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 School at: https://www.sussex.ac.uk/business-school/

3. Job Description

Job Description for the post of: Research & Enterprise Coordinator

Department: Professional Services
Section/Unit/School: University of Sussex Business School
Location: Jubilee Building
Grade: 5

Responsible to: School Research Manager

Responsible for: Research & Enterprise Administrator; Research Clerical Assistant; Research Support Assistant (0.8 FTE)

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 Associate Dean (Research), the Director of Doctoral Studies, the Departmental Directors of Research & Knowledge Exchange (DRKEs), and PS colleagues in the Research Management Team.

Key Responsibilities

Research and Enterprise Project Support:
1. To liaise with research and enterprise colleagues in supporting research activity across the School, and to disseminate research-related opportunities to individuals and groups.

2. In liaison with Research & Enterprise Services, to assist with the process for completion and submission of grant application forms and the recording of applications in development.

3. To coordinate the School’s internal review process for assessment of research outputs, in liaison with other PS colleagues and the departmental DRKES.

4. To provide administrative support for setting up new research projects, assisting Principal Investigators (PIs) in identifying any resource requirements, for example space and / or other facilities in liaison with relevant colleagues.

5. In liaison with other PS teams, to organise publicity, events and activities around research, and to help publicise these to staff and PGR students in the School.

6. To be an active member of the formal internal Research and Enterprise administrative network, attending meetings, sharing information and best practice, and contributing to the development of processes.

7. To maintain comprehensive School records and files associated with grant applications, pending a new RMS (research management system).

8. To provide administrative support for live research and enterprise projects, including supporting project management, performance and delivery in relation to the specific timescales of individual projects, providing support to the investigators as necessary.

9. To support post-award administration by helping maintain accurate records and reporting to project leaders, in order to ensure research and enterprise projects work within and maximise budgets.

10. To collaborate with PIs on appropriate job descriptions for research projects, and to provide administrative support and guidance on the recruitment process of externally funded posts in liaison with other PS colleagues.

11. To check and code expenses in liaison with Research Finance colleagues to ensure expenditure on research activities is eligible and costs are charged to the correct project codes.

12. To support PIs in setting up project review meetings and support any audit processes, whether internal or external.

13. To advise researchers on maintaining their online staff profiles.

14. To support the deposition of bibliographic information and the content of research outputs in the institutional repository.

15. To support the REF, and in liaison with other PS colleagues, the collation, checking and updating, of data at School and Unit of Assessment level.

**Postgraduate Research (PGR) Support:**

16. To provide support for research students and postdoctoral research staff.

17. To ensure School admissions procedures comply with all University procedures and targets in liaison with colleagues in PS, the Doctoral School and within the Business School.

18. To lead on the co-ordination of PGR admissions processes for the School.

19. In liaison with the SAO, Director of Doctoral Studies and the Doctoral School, to provide administrative support for the planning and co-ordination of School, Doctoral School and University induction events to ensure that appropriate sessions are arranged for research students and postdoctoral research staff.

20. To provide administrative support for the planning and co-ordination of School, Doctoral School and University skills and career development events.

21. In liaison with the School Admissions Office (SAO) and the Director of Doctoral Studies, to co-ordinate the collation and production of local School handbooks, directly related to Institutional handbooks, for PGR students and postdoctoral research staff.
22. In liaison with the Doctoral School and the SAO, to administer the processing and signing of expense claims for research-funded PGR students.
23. To administer and monitor relevant PGR student-related budgets.
24. To assist with the administration of bursaries, studentships and scholarships, including assisting with the processing of applications to funding bodies, using any relevant application systems.
25. With the Research & Enterprise Administrator, and within the core management systems, to maintain up-to-date records of research student matters, including those pertaining to supervision, and details of PGR student activities and any associated funding.
26. With the Research & Enterprise Administrator, to co-ordinate and maintain accurate records of registration, status and progress of PGR students.
27. With the Research & Enterprise Administrator, to assist with the planning and co-ordination of vivas in liaison with internal and external supervisors.
28. To provide general administrative support for all procedures and processes for PGR students and postdoctoral staff in liaison with the Doctoral School, including intermissions, extensions and annual reviews.
29. To provide advice to students and postdoctoral staff about research related matters, and refer them to others where necessary.

Support for Associate Dean (Research) and Director of Doctoral Studies (DDS):
30. To provide administrative support for the School Research Committee and other relevant School or Departmental meetings, including preparation of agendas, circulation of papers, production of concise action-orientated minutes, and undertaking follow-up actions as appropriate.
31. To coordinate support for Research Gateway Days and other training events for PGR students and postdoctoral staff in liaison with the Doctoral School and DDS.
32. To provide support, information and guidance to staff, PGR students and postdoctoral staff regarding School and University research procedures.
33. With Communications colleagues, to maintain and oversee School research webpages, including providing a comprehensive calendar of research activities and events, ensuring linkage to / compatibility with institutional templates and approaches, and flagging any necessary changes / updates on a regular basis.
34. Provide administrative support for ethics approval and general guidance on University research ethics and governance procedures, in liaison with the University’s Research Governance Officer.

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

Essential Criteria for the Role:

- Commitment to providing high levels of service to students and staff
- The ability to deal effectively and to communicate well with people at a range of levels, through formal and informal written and verbal styles
- Excellent organisational skills
- A proactive nature and desire for continuous improvement
- Good numerical skills and comfortable with performing calculations
- The ability to work effectively to deadlines and complete multiple tasks while under pressure
- Commitment to team working and collaboration
- Good IT skills, including spreadsheets, databases and administrative/financial systems
- Commitment to the professional development of self and others
- Experience of monitoring budgets and producing reports
- Attention to detail and high levels of accuracy in work
- Ability to assimilate and analyse information

**Desirable Criteria:**

- Knowledge of the HE environment, including research activity
- Familiarity with university systems and processes
- Experience giving presentations and organising events
- Experience servicing committees
- Experience of line management