

## 1. Advertisement

**Post Title:** Research Support Administrator

**School/department:** Research and Enterprise Services

**Hours:** Full time or part time hours considered up to a maximum of 36.5 hours - requests for flexible working options will be considered (subject to business need)

**Contract:** Fixed term – 6 months

**Reference:** 6631

**Salary:** Starting at £26,341 to £30,497 per annum, pro rata if part time

**Placed on:** 20 September 2021

**Closing date:** 07 October 2021. Applications must be received by midnight of the closing date.

**Expected interview date:** Week commencing 18 October 2021

**Expected start date:** As soon as possible

Applications are invited for this fixed term post in Research and Enterprise Services, which is responsible for providing professional services support for the University's research and enterprise activities. 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.

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

The post holder will also assist with supporting the smooth running of the team's operational / administrative functions, including setup and processing of bids in development, preparation of internal funding communications and events and updating the team's website.

There are three research support administrator roles in the Research Development team 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 budget / project costing experience; experience preparing bids for funding calls would be an advantage. 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: Tina Lehmbeck  
E: [B.Lehmbeck@sussex.ac.uk](mailto:B.Lehmbeck@sussex.ac.uk)

Senior Research Development Officer

Name: Deborah McGuchan  
E: [Deborah.mcquchan@sussex.ac.uk](mailto:Deborah.mcquchan@sussex.ac.uk)

Senior Research Development Officer

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

You can find out more about our values and our EDI Strategy, [\*Inclusive Sussex\*](#), on our webpages.

## **2. The School / Division**

Please find further information regarding the division at <https://www.sussex.ac.uk/research/about/research-and-enterprise>

And <http://www.sussex.ac.uk/staff/research/index>

## **3. Job Description**

Job Description for the post of: **Research Support Administrator**

**Division:** Research & Enterprise Services  
**Team:** Research Development  
**Location:** Falmer House  
**Grade:** 5  
**Responsible to:** Senior Research Development Officer

### **Purpose of the post:**

The post holder will 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, development and in particular budget preparation and internal approval of research proposals and awards, and associated support activities within the Research Development team.

### **Key Responsibilities:**

- 1 Proposal Support – support of research funding 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. Costing and pricing, **up to £1m**, of all proposals prior to formal authorisation, providing advice to investigators and other School staff in the construction of costs and approaches to pricing. Support for consultancy and Innovation & Business Partnership activities as requested. 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.

**2 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, HEIF, Wellcome Trust ISSF and other block grants), 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. due diligence, 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.

**4 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, and team social media accounts.

**5 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. VAT, Insurance, employment law/ IR35, due diligence and credit checks, relevant UK government policies).

**7 Training and Development**

Supporting the organisation of workshops and external visits, including online events. Managing the reference library of relevant materials and proposals.

Preparing “New Starter” packs for new staff, 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 Research Development team’s administrators, the Research Development Officers, the Research Finance Officers and other divisional R&E Administrators. Provide cover for the other team Administrators 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 and Heads of School as appropriate.

**9. Special Projects:**

Support the Senior Research Development Officers with ad-hoc projects and on-going programmes, 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.

**4. Person Specification**

**SKILLS / ABILITIES**

	Essential	Desirable
Good communication skills, able to convey information in a clear and accurate manner.	√	
Excellent numerical skills.	√	
Excellent administrative and organisational skills.	√	
High degree of accuracy and attention to detail.	√	
Ability to multi-task and work effectively to deadlines while under pressure.	√	
Ability to draft excellent written material, in a clear and accurate manner.	√	
Ability to work as part of a team and to foster good relations within and outside the Division.	√	
Good IT skills – use of Word, Excel, Email, databases, and ability to master new IT systems as a user.	√	

**KNOWLEDGE / EXPERIENCE**

	Essential	Desirable
Previous experience of supporting project development and review, including costing.	√	

Previous experience of organising events with minimum supervision involving liaising with a variety of personnel.	√	
Demonstrable experience of drafting / editing written material such as newsletters, key documents, and communications.	√	
Demonstrable experience of working with databases, spreadsheets with an emphasis on accuracy.	√	
Demonstrable experience of implementing / following guidance for procedures and systems.	√	
Understanding of physical and electronic filing systems.	√	
Editing / updating web pages.		√

### QUALIFICATIONS

	Essential	Desirable
Educated to "A" level standard or equivalent (with GCSE or equivalent Maths and English A* - C).	√	
Educated to Degree level or equivalent.		√

### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Thrives in a team environment but able to work independently where necessary and accept individual responsibility.	√	
Have a proven ability to provide a high standard of service.	√	
Demonstrate a flexible approach to workloads, and a willingness to work longer / flexible hours as necessary to meet deadlines.	√	
Possessing a helpful and responsive approach, and a good team ethos.	√	