Post Title: Research Administrator
School/department: University of Sussex Business School, Professional Services
Hours: Full time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Fixed term for 18 months.
Reference: 21849
Salary: Starting at £24,533 to £27,979, pro rata if part time current salary scales can be found here
Placed on: 09 October 2023
Closing date: 09 November 2023 - applications must be received by midnight of the closing date.
Expected start date: As soon as possible
Expected interview date: Wednesday 22 November

An exciting opportunity has arisen at the University of Sussex Business School for a high-performing Research Administrator to support our thriving research project portfolio. The role will work across our externally funded projects to provide proactive, high-quality assistance with day-to-day enquiries, including arranging meetings, travel and accommodation requirements, and communications.

The role will have an emphasis on supporting projects and activities within the Sussex Energy Group, a leading group of interdisciplinary researchers orientated towards global goals in facilitating transitions towards a more sustainable world. As a result, this is a chance to gain a practical understanding of how researchers and policy makers are working together to grapple with some of the world’s most pressing challenges, including climate change and energy transitions. Alongside support for the Sussex Energy Group, the role will also lend administrative assistance across our other research projects and centres under direction from Professional Services colleagues.

We are looking for a curious self-starter, able to work independently and take initiative within the context of large-scale research programmes. You will be a team player – reliable and committed, with good listening skills and an understanding and supportive outlook. You will need an organised approach, with experience of planning and managing tasks within defined timescales. You do not need to have a degree in a related field and we welcome applicants from any discipline, but as communications is a key part of the role, written accuracy and attention to detail are essential.

We offer a friendly, respectful and flexible work environment, with scope to meet, work with and learn alongside researchers and policy practitioners from different cultures, disciplines
and sectors, along with room for you to pursue particular interests and development opportunities within the role description. The experience you gain that will be relevant to future careers in research, policy analysis, civil service, international development, evaluation, consultancy or education and learning.

The post is full time, fixed term for 18 months but with the possibility of extension for the right candidate.

Please contact the Senior Research Manager Ryan Giddings Ryan.Giddings@sussex.ac.uk with any questions.

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

The University of Sussex Business School was formed in 2009 and comprises five departments: Management, Accounting & Finance, Strategy & Marketing, Economics, and SPRU (Science Policy Research Unit). With its home in the Jubilee Building, a state-of-the-art academic building at the heart of the campus, the Business School is a vibrant, ambitious and dynamic School with a strong research focus.

The School’s work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, in order to transform our world and your future. The School draws on many of the University’s intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

The School’s vision is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people.

Its mission to achieve this vision is to:

- carry out high-quality research and develop innovative policy
- develop current and aspiring leaders who will champion critical and original thinking
- work internationally with businesses, governments, and others to deliver innovative approaches to management.

Please find further information regarding the school/division at https://www.sussex.ac.uk/business-school/

The Sussex Energy Group is a globally-networked, interdisciplinary group of energy policy researchers, studying transitions to net zero energy systems that are fair for everyone. We also educate the next generation of energy policy professionals through our MSc and PhD programmes. The work of the group is divided into the following research themes, addressing the major challenges facing energy studies today:
3. **Job Description**

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

**Department:** Professional Services

**Section/Unit/School:** University of Sussex Business School

**Location:** Jubilee Building / Essex House

**Grade:** Grade 4

**Responsible to:** Research Manager with day-to-day direction by the Research Projects Administrator, Senior Research Engagement Officer, Senior Research Communications Officer and Research Support Assistant

**Responsible for:** N/A

**Key contacts:** Sussex Energy Group Co-Directors, Principal Investigators of research projects

**Role description:**

This post is to provide day-to-day operational administrative and financial support to a portfolio of research projects, including the Sussex Energy Group.

**PRINCIPAL ACCOUNTABILITIES**

1. To support the research project Principal Investigators with travel, bookings, events and administrative enquiries.

2. To work closely with Professional Services colleagues to ensure appropriate and holistic administrative support.

3. To assist in the planning and organisation of meetings, workshops and events where required, including venue bookings, accommodation and travel.

4. To process and file key documentation and information relating to reports, contracts, financial data and project status.

5. To ensure university policies and procedures are adhered to with appropriate escalation of key risks and issues.
6. To support the disbursement of departmental budgets – ensuring project expenditure is planned, within budget, authorised and processed accurately and in a timely manner.

7. To contribute to the maintenance of research project databases, web pages and other information systems.

8. To assist in producing marketing material and documentation for publicity as well as social media communications.

9. To participate in team and wider meetings.

10. To act as a first point of contact for related project enquiries.

11. To foster an ethos of continuous improvement.

This Job Description sets out the 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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Excellent written and oral communication skills with a concern for accuracy.

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

3. IT literate with proven experience of word processing, databases, and spreadsheets, including Microsoft Word and Microsoft Excel, and with the ability to learn new systems, including the University’s internal finance system.

4. Analytical and numerical ability.

5. Comfortable using social media tools.

6. Ability to develop and maintain organisational systems.

7. A proactive approach to problem solving.

8. Comfortable working on routine aspects of administration.

9. Ability to deal with a wide range of people including experience of dealing with high level staff at other organisations.

10. Knowledge of and commitment to providing a high level of service.

11. Evidence of high degree of personal initiative and commitment to self-development.

12. Providing support including correspondence, supporting and servicing meetings.

13. Sensitivity, tact and the ability to remain calm when working on different priorities.
14. Experience of working cooperatively as part of a team to meet objectives.

15. Appreciation of the need to maintain confidentiality and keep information and data secure.

DESRIABLE CRITERIA

16. Knowledge of the higher education sector.

17. Knowledge of research grant administration.

18. Experience of financial systems in large organisations.

19. Experience organising events and workshops.

20. Experience producing marketing material.