

## RESEARCH ADMINISTRATOR

Job Ref: REQ240899

### Job Description

**Job Grade: Administrative Services Grade 4**

**0.6 FTE Open Ended**

### Job Purpose

The School is seeking a high-level, self-motivated Research Administrator to provide high quality administrative support to the research activities of staff within the School, including [where required] administrative support to externally-funded projects in the School.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### Job Duties

1. To organise meetings between and respond to enquiries from parties involved within Staff Research Groups and Clusters, and funded Research Projects. This may include external collaborators and stakeholders, such as partner universities and companies. These could be ad hoc meetings or formal review meetings as required.
2. To ensure all papers are prepared and collated for School Committee meetings. Take notes and issue minutes from these meetings.
3. To work closely with Research group Leaders and the Associate Dean for Research to assist in delivering the School's Research Strategy
4. To organise visits within the UK and abroad. These will involve making travel and accommodation arrangements both for Loughborough colleagues and external visitors.
5. With assistance from the Business Administration Team, to support the financial administration of the internal and external projects. This will include managing claims, producing financial status reports and keeping records of project finances.
6. To organise events in support of research projects such as research open days and conferences (national and international). The post holder is responsible for the financial administration of such events and for monitoring expenditure against allocated budgets.
7. To assist and work with Marketing and Advancement colleagues on the promotion of research projects through preparation of press releases, updating of project blogs, web pages, Research newsletters, and use of social media.
8. To assist project leaders in the recruitment of Research staff to specific projects and oversee the induction process of new research staff.
9. To assist in the allocation of space and resources for any Research staff appointed.
10. To forge closer ties with the Research Support Team and help staff within the School identify external funding opportunities and assist in bid application processes.
11. To coordinate the applications of academic visitors from other countries, overseeing the administration associated with their applications, and remaining a point of contact for them during their visit.

## **General**

1. Assist with the planning and organization of departmental events such as induction day, conferences, workshops, short courses and other internal events.
2. Attend open days as and when required, providing support to other administrative support staff.
3. Attend and support programme, school and administrative staff meetings as and when required
4. Receive visitors to the School, distribute post, field telephone calls and ensure timely and efficient onward transmission of information as required.
5. Provide cover for other administrators within the School by becoming familiar with their roles/tasks as appropriate and assisting when necessary, in times of absence.
6. Develop and maintain strong working relationships with central University departments and liaise appropriately with colleagues in all areas to carry out required tasks.
7. Ensure compliance with university regulations, ordinances, policies and procedures.
8. Undertake any training and development deemed appropriate for the position by the School Operations Manager or other senior colleague.
9. Any other duties across the school commensurate with the grade and nature of the post, as directed by the Line Manager or Operations Manager.
10. Occasionally attend off campus project and conference meetings, may include overseas travel.

## **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to always observing the University's Equity & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to Business Administration Manger.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Previous relevant experience of working in a busy office environment.	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment	1,3
	Ability to plan and coordinate events	1,3
	Able to work under pressure and keep to deadlines	1,3
	Able to plan, prioritise and work independently with minimal supervision	1,3
	Excellent interpersonal, organisational, oral and written communication skills including minute taking	1,3
	Able to deal with a variety of people in a professional manner	1,3
	Able to work with accuracy and attention to detail	1,3
	Able to maintain confidentiality	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management	1,3
	Familiarity with the use of social media and web sites in a professional context	1,3
Training	A willingness to undertake further training as necessary and to adopt new procedures as and when required	1,3
Qualifications	A level education or equivalent	1,3
	GCSE Grade C or equivalent in English and Mathematics	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1,3
	Experience of Loughborough University administrative procedures	1,3
	Experience of Loughborough specific systems and procedures	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc	1,3
	Ability to interpret and clarify complex rules and regulations for research grants etc. for the benefit of others.	1,3

## Conditions of Service

The position is part time (0.6 FTE) and open-ended. Salary will be on Administrative Services Job Family Grade 4, £24,600 - £87,081 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 1-5, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Applications

The closing date for receipt of applications is **27 October 2024**

