

Research Administrator

Job Ref: REQ250287

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

[Loughborough Business School](#) is an integral part of Loughborough University's learning offering, covering the disciplines of business, management, finance, accounting and economics. Guided by the ethos of '[Progress with Purpose](#)', our forward-thinking approach to research and teaching empowers staff and students to drive change, both within and beyond the University.

We are consistently ranked as a top 10 UK university in national league tables and Loughborough Business School also holds triple accreditation from AMBA, EQUIS and AACSB. Our position within the higher education sector has been developed by our excellence driven approach and a welcoming, vibrant international community of staff and students. Whether you are an innovative academic aiming to make a difference in the world, or an ambitious professional in search of a rewarding career in higher education, you can make progress with purpose at Loughborough Business School.

Job Description

Job Grade: Administrative Services 4

Job Purpose

To provide research administrative support to Loughborough Business School, contributing to the professional, high quality administrative service that supports the delivery of the School's objectives.

To liaise with School staff, key University departments and external organisations in order to support the research administration of the school; to ensure compliance with University systems, procedures and controls and to be the main contact point for prospective doctoral researchers.

Job Duties

- Dealing with doctoral enquiries from prospective applicants and applicants alike.
- Processing research programme applications as advised by the Director of Doctoral Programmes and Research Administration Officer.
- Liaising with applicants to provide supporting documents/status of their application.
- Assisting the Research Administration Officer with the monitoring of progress for doctoral researchers, which involves ensuring academics hold annual progress reviews with their doctoral researchers, collate reports from the doctoral researchers supervisors and independent reviewer to take to the LB Doctoral Progression Board which enables the doctoral researcher to re-register on time, ensuring that academics are meeting with their doctoral researcher once a month and checking this has been recorded on Co-Tutor, and reminding academics to do this in preparation for the progress boards.

- Be a point of contact for existing doctoral researchers, assisting with any administrative matters, e.g. procedural matters regarding annual reviews, submission of thesis etc. Advise of appropriate person or office to consult as necessary.
- Book lecture rooms and equipment for the doctoral training programme as advised by the Research Administration Officer.
- Act as secretary to the PhD Programme Committee and Doctoral Researcher Liaison Committee which involves organising the meetings and taking the minutes.
- Assist the internal examiners with the arrangements for doctoral vivas, including room booking, refreshments, accommodation for the external examiner if required; and processing of the viva reports.
- Assist the Research Administration Officer with organising doctoral programme progression boards and doctoral researcher social events.
- Provide cover for the Research Administration Officer.
- Assist the Research Administration Officer with the co-ordination and administration of the School's research seminars, including administrative support for the School's Research Centres.
- Providing advice and guidance to School staff and doctoral researchers on issues relating to research finance administration.
- Maintaining a suitable audit trail, working papers and general electronic filing system. Ensuring confidentiality and security of such information at all times.
- Building and maintaining effective working relationships within Loughborough Business School and other sections of the University, as well as external organisations, as deemed appropriate by the Research Administration Officer.
- Provide cover for reception as appropriate.
- Assist the Research Administration Officer and Business Information Manager with collating and distributing data as appropriate.
- Demonstrating a commitment to continuing personal/professional development.
- Adopting a flexible approach and to undertake additional duties commensurate with grade in support of the administrative function of Loughborough Business School.

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

The university is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This role has been identified as a role that could work dynamically and if successful your manager will discuss these informal arrangements with you. Please note there is a general expectation that the successful candidate will spend the majority of time working on campus. (further information is available [here](#))

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 observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & 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 the Research Administration Officer

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	Experience in an administrative role.	1, 2
	Previous experience of dealing with people in a variety of complex/difficult situations.	1, 2
	Experience of working in a busy office environment.	1,3
Skills and abilities	Excellent IT skills to include, MS Teams, Excel, Outlook, and Word.	1, 3
	Excellent oral and written English.	1, 2
	Ability to undertake routine office duties, often with interruptions.	1, 2
	Ability to work independently and as part of a team.	1, 3
	A demonstrated ability to develop rapport with others, to empathise with and understand doctoral researchers from all backgrounds	1,3
	Ability to communicate appropriately and professionally with all levels of university staff, students and company personnel.	1, 3
	Excellent organisational skills with the ability to prioritise work and work under pressure to tight deadlines.	1, 3
	Strong numeracy skills, with high levels of accuracy and attention to detail.	1, 3
	Ability to maintain confidentiality at all times.	1, 3
	A willingness to be flexible and adapt to changing priorities.	1, 3
Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required.	3
Qualifications	5 GCSEs at Grade C or above (or equivalent) including English Language and Maths or considerable professional experience	1
Other	Commitment to observing the University's Equal Opportunities Policy at all times.	3
	Prepared to work within the University's Acceptable Use Policy	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of student application processes.	1, 3
	Previous experience of working in a higher education environment.	1, 3
Qualifications	Educated to degree level.	1
Other	A commitment to understanding and gaining knowledge of doctoral programme within the School.	1,3

Conditions of Service

The position is FULL TIME and open ended. Salary will be on Administration Services grade 4 £24,900 – 28,381 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, 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 are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

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 equality 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/>