Research & Innovation Development Administrator

Job Ref: REQ250854

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Research & Innovation Office (RIO) plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value and seamless service to researchers across the research development pipeline. The Office incorporates several different teams that provide support for nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The RIO also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

The Research and Partnership Development Teams manage and support the growth of the University's research and partnership portfolio, to advance the University's reputation for world-class research. Following the launch of the University's new strategy 'Creating Better Futures. Together.' we are seeking to support, shape, develop and implement the University's Strategy regarding its' research, innovation, and partnership ambitions, in conjunction with academic leaders, partners and funding bodies. The Pro Vice-Chancellor for Research and Innovation (PVC-RI) has strategic responsibility for research and innovation and has implemented a strategic plan to deliver on our ambitions of becoming more research-intensive, innovation-driven, internationally engaged, and impactful with our R&I activities.

The post holder will play a key role in supporting the co-ordination of Research & Innovation projects, events and facilitated meetings with external stakeholders. This will include working with across the Research and Partnership Development Teams and external partners.

Job Description

Job Grade: Administrative Services Grade 4

Based: Research and Partnership Development Team, Research & Innovation Office

Job Purpose

The roles will work closely with the Research and Partnership Development Teams supporting research, innovation and knowledge exchange activity in either of our two Hubs, focussed on Science, Technology, Engineering and Mathematics (STEM) or Social Sciences, Humanities and the Arts (SHAPE)

The post holder will support the core process activities for research and innovation support including, desk-based research, logging, triaging and co-ordination of projects. They will also provide support to the team with training materials, co-ordination of events/funder visits, updating funder information, providing secretariat support to funder strategy groups and team meetings. This will include liaison with internal and external stakeholders at all levels.

Job Duties

- Assisting the SHAPE/STEM and Cross Cutting Hubs with administrative tasks associated with the development of research and innovation projects. This could include:

- Assisting with the collation of supporting documents required for submission (CVs, letters of support, ethics approvals)

- To provide administrative support for the STEM/SHAPE hub, collating information, disseminating reports and documentation following meetings such as selection panels.

- Organising internal and external events, showcase activities, visitor agendas and funder visits associated with the STEM/SHAPE hub. This includes the coordination of publicity and paperwork associated with these activities, and participation in them as needed. The collation of feedback and survey data may also be required.

- To co-ordinate the dissemination of funding opportunities

- Triage research and innovation enquiries, working with relevant stakeholders internally and externally to ensure the appropriate support is applied and tracked

- To provide secretariat support for mock interviews/panels for research and innovation funding proposals and collate feedback

- Coordinating meetings and communications between academic staff, RIO teams, and external partners

General Administration

- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with professional and academic staff but will also include external organisations.
- To undertake general clerical duties such as providing secretariat support and such duties and responsibilities which are commensurate with the grade and the nature of the post.
- To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the line manager.

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 and Procedures.

All staff should hold a duty and commitment to observing the University's Equity & Belonging and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Belonging and Inclusion 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

Reporting to one of the Heads of Research or Partnership Development

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/ Presentation (incorporated in the interview stage)
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a fast paced office environment	1,3
	Experience of working within a customer-focused environment	1,3
	Experience of working individually and as part of a team.	1,3
	Experiencing of providing secretariat support e.g. minute taking and progression of actions	1,2,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadline	1,2,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,2,3
	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
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,3
	Able to maintain confidentiality.	1,3
	Demonstrate an accessible, customer-focused approach by engaging respectfully, courteously, and collegiately with all stakeholders, fostering a positive and inclusive working environment.	1,3
	Ability to absorb and apply knowledge, use initiative and work without close supervision	1,3
Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required.	1,3
Qualifications	Educated to A level or equivalent or have significant experience in a relevant role.	1
	GCSE Grade C or equivalent in English and Mathematics	1
Other	Knowledge and understanding of Equity, Diversity and Inclusion Policies	3
	Prepared to work within the University's Acceptable Use Policy	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience within a Higher Education setting	1,3
	An understanding of the research funding environment and awareness of the funding opportunities available to university researchers.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g. iTRENT, Agresso, Worktribe	1,3
	Strong numeracy skills, with high levels of accuracy and attention to detail	1,3
Qualifications	Educated to degree level	1

Conditions of Service

The position is full time and open ended. Requests for Job share and part time working may be considered in exceptional circumstances. Salary will be on Administrative Grade 4, (£26,527 - £28,778) 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 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/