Job description

Date last reviewed: March 2013

Faculty/Department: All Faculties

Title of post: Research Administrator

Grade of post: 6

Post number: 17801 17802 17803 17804

FT or % P/T:

Principal location of work:

Immediate line manager: Research Manager

Staff managed: N/A

Qualifications required for post: A-levels or equivalent experience

Experience required for post: Significant demonstrable administrative experience; minute-taking experience; good IT skills and an understanding of centralised database management systems; ability to work on own initiative; team-working experience; problem-solving skills; flexible approach to working; excellent communication skills.

Overall purpose of post: To provide comprehensive administrative support for research and consultancy staff, students, services and activities across the faculty

Main duties:

1. Provide administrative and other support to academic research staff and students including:
   • Responsibility for faculty-based elements of student recruitment and appropriate admissions procedures, student induction, and student examination and progression, including:
     • Making arrangements for applicant interviews and meeting and advising potential applicants
     • Liaison with the Faculty Marketing team to ensure marketing materials are appropriate, up-to-date and available
     • Attendance at internal events to promote the programmes and faculty as a whole. (This may require occasional attendance outside of normal working hours)
   • Advising academic staff about the funding bodies requirements for student training
   • Explaining the University's regulations and entry requirements to applicants, research students and academic staff where appropriate
   • Advising applicants and students about external funding opportunities
   • Organising induction of new research students and training/networking events for continuing students
   • Drafting standard letters
   • Liaising with the Facilities and Services Manager with regard to office space and equipment
   • Providing advice and guidance for students undertaking fieldwork (e.g. travel, accommodation, risk assessments etc)
• Ensuring all necessary student and staff paperwork for committees (e.g. RDSC applications) and relevant annual reviews (e.g. research ethics review) is completed correctly in a timely fashion

2. Provide an effective enquiry response, managing all relevant telephone, email, face-to-face and postal enquiries from applicants, students, staff, stakeholders and visitors. Ensure maximum conversion from enquiry to application by adopting good customer relations and follow up practices.

3. Provide pastoral care for research students

4. Understand the regulations and legislation for visa requirements and application processes.

5. Create and maintain databases and provide and analyse statistical information about student applications, acceptances and withdrawals, summarising it for faculty use. Utilise University systems (eCSIS, PIP, etc) to maintain student and enquirer information.

6. Manage the studentship process from advert to offer (including liaison with internal and external funding sources, drafting adverts, co-ordinating selection panels and arranging interviews and sending offers and rejection letters)

7. Monitor faculty level support for research students and ensure claims are within budget allocations (e.g. conference support, printing, photocopying etc)

8. In consultation with the Associate Dean Research and Knowledge Exchange co-ordinate the process of student evaluation and feedback.

9. Where relevant, provide administrative support for the Doctoral Training Programmes including recruitment of students, organising workshops and external speakers and updating DTP websites.

10. Liaise with the Faculty Marketing team to support the organisation of research seminars and events

11. Liaise with external examiners and support the examination procedures and processes, making all necessary arrangements for the examination of research students including Viva

12. Maintain contact with ARMA (the professional association for research managers and administrators in the UK). To keep up to date with current issues within the research environment; liaise with and through professional bodies, as appropriate.

13. Work collaboratively with other members of the faculty research team, RBDO and other research teams across the University

14. Provide administrative support to academic staff where required.

15. Liaise with relevant university directorates to ensure that centrally held information is accurate and accessible.

16. Any other duties commensurate with the grade and level of responsibility for this post, for which the post holder has the necessary experience and/or training.
Person specification

Faculty: All Faculties

Title of post: Research Student Administrator

Starting salary: Grade 6

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<th>Specification</th>
<th>Essential</th>
<th>Desirable</th>
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<td>1. Education/Training</td>
<td>A-level (or equivalent qualification) or equivalent relevant experience</td>
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<td>2. Relevant Experience</td>
<td>Previous administrative experience in an office environment</td>
<td>Experience of working in an HE environment</td>
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<td>Experience of successfully working to strict deadlines</td>
<td>Knowledge and understanding of HE systems and procedures for academic and student support</td>
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<td>Experience of administrative support for research and consultancy bids</td>
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<td>3. Relevant Skills/Aptitudes</td>
<td>Able to work effectively on own initiative</td>
<td>Experience of using databases</td>
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<td>Able to work collaboratively to achieve team goals</td>
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<td>Strong written and oral communication skills</td>
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<td>Strong interpersonal skills</td>
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<td>Able to pay close attention to detail and to ensure that documentation and</td>
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<td>administrative arrangements are precisely as required</td>
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<td>Excellent organisational and time management skills.</td>
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<td>Demonstrable numeracy and data analysis skills</td>
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<td>Demonstrable IT skills with an ability to use software packages appropriate</td>
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<td>Able to draft concise notes and minutes from complex discussions</td>
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<td>4. Special Requirements</td>
<td>Able to maintain confidentiality with respect to student and staff information</td>
<td>Able to work occasional evenings and weekends to support open days and other student events</td>
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<td>An awareness of data protection legislation</td>
<td>Membership of an appropriate professional body (e.g. ARMA)</td>
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