It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Research Support Administrator  
EHA0775-0720  
Fixed Term for 6 months in the first instance (maternity cover)

The post holder will be:

Reporting to: Senior Research Office Administrator

Accountable to: Associate Dean, Research & Innovation

The Post

The post-holder will co-ordinate a wide range of administrative support, working within the Research Office Administration Team to support the co-ordination of administration and monitoring processes for the research function of the Faculty. This will include support for research project application, monitoring and reporting, research ethics applications and management, postgraduate research students and preparation for the Research Excellence Framework. The post will work collaboratively with colleagues within the Faculty Research Office Administration Team, the Associate Dean, Research & Innovation, Faculty Professors and Academic staff, the University Research Office, Graduate School and other central services to ensure appropriate research support within the Faculty, which is aligned to both university and external agency requirements.

This will be a varied, interesting and challenging role, which requires excellent organisational skill, flexibility, attention to detail, and the ability to prioritise in order to meet deadlines to the required quality standards.

Main duties of the post

1. Working in Partnership
   Work in partnership with the administration and academic staff teams within the Faculty of Health, Social Care and Medicine, to provide and ensure efficient administrative support of research related activity within the Faculty.

   Develop strong working relationships with the central University Research Office and Graduate School and other central services to ensure appropriate research support within the Faculty.

2. Professional Support
   Provide effective, professional support to the Faculty team, students and key stakeholders, dealing with specialist queries in an efficient, friendly and professional manner, interpreting requirements, providing advice and guidance and signposting as appropriate.
3. **Range of activities and workload planning**
   Co-ordinate and undertake a range of activities to support the planning, operation and delivery of high-quality administration support within the Faculty Research Office, working without direct supervision, delegating and prioritising workload as appropriate.

   This will include proactive administrative support for the following initiatives, co-ordinating arrangements and allocating tasks to others as appropriate, ensuring that the administrative functions are planned in advance and assisting other administrators with their workload planning:

   a) monitor grant applications and ongoing research projects within the Faculty research portfolio, supporting staff in the application process.
   b) provide administrative support for the research ethics application, monitoring and reporting process.
   c) co-ordinate activities to support the Faculty’s preparation for Research Excellence Framework submission
   d) co-ordinate the administrative processes associated with the recruitment of and progress of postgraduate research studentships, including Graduate Teaching Assistants.
   e) provide administrative support for the Faculty-based Health Research Institute
   f) general administrative support including: printing, word processing and formatting documents, booking rooms and catering; proof-reading; marketing information; HR functions; funding information and dealing with enquiries.

4. **Research Data and records**
   Ensure the accurate monitoring and maintenance of the Faculty’s research related data and work closely with the Senior Research Office Administrator and University Research Office to ensure accurate reporting and monitoring of research applications, projects and opportunities. Develop and maintain effective administration and records systems relating to research activities, which may include collating data from internal and external records and systems, in line with any University or external regulatory requirements.

5. **Finance**
   Work with the Faculty Finance Team to ensure appropriate recording, monitoring and reporting of finances relating to research activity.

6. **Executive support**
   Provide high quality executive support to the Associate Dean, Research & Innovation, to include:
   a) Organise the time and commitments of the Associate Dean through effective diary management. Act as a first point of contact, ensuring effective channels of communication at all times between internal and external staff/organisations and the Associate Dean;
   b) Proactively support the Associate Dean’s responsibilities relating to internal and external meeting, monitoring deadlines, action points and business requirements;
   c) Organise travel arrangements, as appropriate, for the Associate Dean.
d) Undertake work associated with the Associate Dean’s external positions as appropriate;
e) Preparation of documents for internal and external meetings for the Associate Dean.

7. Marketing and events
Co-ordinate the administration of research-based events, including workshops, internal and external lectures, seminars and conferences, and ensuring effective promotion of these events.

8. Boards, committees & meetings
Organise and service designated formal boards, committees and meetings, including the production and distribution of relevant documentation and minutes, monitoring action points to ensure completion as required by the Chair.

Where relevant, participate in the Faculty’s decision-making processes, by contributing as a member of boards, committees and meetings.

9. Administration processes and policy development
Co-ordinate and support the development, implementation and ongoing evaluation of administrative processes relating to research activities, contributing to the development and review of both existing and new policies and procedures.

10. Report writing
Provide and collate data, statistical information and outcomes of evaluation to support the production of reports, presenting information professionally for consideration by internal and external audiences.

11. Quality management
In liaison with the Faculty Quality Officer, ensure that administrative procedures relating to the university’s quality assurance requirements for research activity adhere to the guidance set out in the Quality Management Handbook and the Faculty’s Annual Quality Statement.

12. External engagement
Work in partnership with external stakeholders to establish, develop and maintain excellent working relationships to facilitate future opportunities for the sharing of information and the maintenance of channels of communication. Act as an ambassador for the Faculty, promoting its wider services to stakeholders and representing the Faculty at meetings and events, when required. Actively seek to contribute to partnership working with external colleagues and service users.

13. Staff, student and public information
Co-ordinate and contribute to the production of staff, student and public information materials relating to research, ensuring the quality and presentation of information is consistent and in line with school and university policies; and that information is clear, accurate and appropriately provided to all stakeholders via a range of mechanisms including printed materials; Blackboard, wikis and the website.
14. Technology & Systems

Utilise appropriate information management systems and software. Proactively review and utilise technology to work smarter; enhance and streamline processes and improve research procedures.

15. Training and teamwork

Provide support for training across the Faculty on systems and procedures as necessary, identifying training requirements. This will include liaison with administrative colleagues both within the Faculty and within central university departments, sharing best practice and developing administration procedures in collaboration. Provide cover and support for other associated administrative roles, as required.

In addition:

➢ As a member of the Faculty you will be expected to demonstrate commitment to the professional behaviours set out in the Edge Hill University Staff Code of Practice. This will include a requirement to demonstrate high levels of emotional intelligence in dealing with students, customers, partners and colleagues, adopting a solution focused approach to deal positively and proactively with complex and difficult situations for individuals.

➢ Work autonomously to respond and resolve a high level of complex enquiries from students and staff including giving expert advice and support. Deal sensitively and knowledgeably with issues from students, assess the impact and severity of matters and escalate to a senior level when action needs to be taken by academic or another department, e.g. pastoral care.

➢ To contribute to various projects assigned by the Associate Dean, Research & Innovation, ensuring projects are delivered in an efficient and timely manner.

➢ To assist with the preparations for Welcome Sunday, Open Days, Applicant Visit Days and additional events as required.

All Edge Hill University staff are required to:

➢ Adhere to Edge Hill University, Faculty and School policies and procedures, including Equality & Diversity; Health & Safety.

➢ Respect confidentiality and adhere to the Data Protection Act and General Data Protection Regulations (GDPR).

➢ Undertake all mandatory training as required, together with engaging positively in opportunities for further training and staff development.

➢ Participate in Edge Hill University’s Performance Development and Review scheme.

In addition to the above, all Edge Hill staff are required to:

• Adhere to all Edge Hill’s policies and procedures, including Equality and Diversity and Health and Safety
• Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons

• Undertake appropriate training and development as required

• Participate in Edge Hill’s Performance Review and Development Scheme

• Adhere to Edge Hill University’s environmental policy and guidelines and undertake tasks in a sustainable manner

• Demonstrate excellent Customer Care in dealing with all customers

**Salary:** Grade 4, Points 15-18
£21,814 - £23,754 per annum

**Hours:** 36.25 hours per week; a standard working day is 8:45-17:00. Flexi-time is in operation.

Please note that the projected start date of this post is week commencing 21 September 2021, subject to confirmation upon satisfactory completion of all required pre-employment checks.

**Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant’s ability to meet the criteria outlined in the Person Specification attached.**
PERSON SPECIFICATION FORM

Research Support Administrator
EHA0775-0720
Fixed Term for 6 months in the first instance (maternity cover)

Applicants should provide evidence of their ability to meet the following criteria:

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<th>Essential</th>
<th>Desirable</th>
<th>*Method of assessment (I/A/T)</th>
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<tr>
<td><strong>Qualifications</strong></td>
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<td>1 A Levels (Grades A-D) or equivalent, relevant professional qualification to the same level; or relevant work experience</td>
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<td>2 IT qualification, ECDL or equivalent or experience in the use of Microsoft Office, including Word and Excel</td>
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<td><strong>Experience and Knowledge</strong></td>
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<td>3 Experience of working in an administrative, organisational role</td>
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<td>4 Experience of working in research administration</td>
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<td>5 Experience of working in Higher Education</td>
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<td>6 Experience of servicing formal meetings and minute taking</td>
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<td>7 Experience of event organisation, including the co-ordination of facilities and services</td>
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<td>8 Experience of diary management, executive support arrangements and meeting facilitation</td>
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<td><strong>Abilities/Skills</strong></td>
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<td>9 Excellent attention to detail, able to ensure accuracy of data and documents</td>
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<td>10 Excellent organisational and prioritisation skills which enable you to work efficiently under pressure, to meet competing deadlines</td>
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<td>11 Able to work on own initiative and use creativity to resolve problems</td>
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<td>12 Able to effectively develop, implement and evaluate systems and processes and make recommendations for change</td>
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<td>13 Able to work positively and flexibly as part of a team</td>
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<td>14 Able to develop and maintain effective working relationships at all levels</td>
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<td>15 Excellent communication and presentation skills</td>
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<td>16</td>
<td>Pro-active, forward looking, able and willing to contribute positively to continuous improvement and change in the workplace</td>
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*Method of Assessment (A-Application, I-Interview, T-Test)*
Please note that applications will be assessed against the Person Specification using this criteria.