



Departmental Administrator

Reference: EHA1879-0922
Salary: £21197 - £22662 per annum
Grade 3, Points 11–14
Contract Type: Permanent
Hours: Full Time (36.25 hours per week)
Location: Ormskirk

Accountable to: Director of the Research Office

Reporting to: Director of the Research Office

About the Role

The postholder will be the first point of contact for research queries and will provide all round administrative support for the team, particularly for the Director and the Head of Research Support. Your responsibilities will include the operational administration of internal research funding, supporting the Director with the administration of RO budget, facilitating RO communications, maintaining records and compiling reports.

You will become familiar with a range of information systems that the RO uses in its daily activity, including the research information management system (Pure), the online ethics approval system, and the University's finance, recruitment and staff development systems, to help to maintain records and produce reports on activity. These reports will be for the team and for colleagues across the organisation including senior managers.

As a team we are responsible for producing a range of policies and guidance documents – you will assist those responsible for keeping these updated and accessible, and you will help to promote any changes to the relevant individuals across the institution.

We are looking for an enthusiastic team member who is keen to develop expertise as an administrator and who is keen to enhance their skills.

Duties and Responsibilities

To provide administrative support to the Director and Head of Research Support and to undertake clerical tasks for other member of the RSO, for example setting up meetings, booking rooms, administration relating to recruitment and related administrative duties, acting as the key initial contact for the office, arranging travel and booking external training.

Lead on the operational administration of internal research support funds, including the Research Investment Fund (RIF), Conference Travel Fund, Impact and Knowledge Exchange Fund (IKEF), specifically:

- a. Updating and maintaining relevant documentation and resources
- b. Providing advice to applicants and supporting them to navigate application processes.
- c. Ensuring there is an audit trail for decisions
- d. Post-award administration
 - i. Supporting awardees to spend their funding
 - ii. Take a lead in advising departments on eligibility of spend where costs are shared.

- iii. Monitoring funded projects to ensure that grant holders:
 - 1. do not go over budget without permission and to advise them when asking for virements where appropriate,
 - 2. have appropriate authorisation, from Director or Head of Research Support, for any change of use
 - 3. have reported on and recorded where necessary the outcomes of their award
 - e. Be responsible for tracking RIF expenditure and reconciling finance reports monthly through the Finance system
- 2. Be responsible for tracking RO expenditure, updating the Director on spend against budget and for the maintenance of RO resources including the asset register.
- 3. Facilitate financial processes (processing expenditure claims), including providing advice on the eligibility of expenditure, payment methods, maintaining financial records and reconciling against University's financial records, including when necessary provide such support for externally funded grants.
- 4. Be responsible for developing effective communication methods to promote the work of the RO and engaging colleagues across the University and other stakeholders through various media (e.g. newsletters, social media, wiki and webpages).
- 5. Act as secretary to University committees or other meetings as requested and provide support and guidance to the chair (currently Research Investment Fund, Ethics and Human Tissue Act).
- 6. Support team members with the production of accessible and comprehensive management information reports using our information systems for a range of users including senior managers.
- 7. Support the team to ensure that all our documentation (e.g. policies, guidance, frameworks and codes of practice) are updated regularly, are accessible and that they are disseminated effectively to the target audiences
- 8. Develop, implement and maintain efficient and effective administration processes to suit the needs of the RO, ensuring these comply with University policies and guidelines. For example:
 - a. To store and retrieve information safely and accurately following all appropriate data security procedures.
 - b. To provide accurate management information in an appropriate format and on time, using various information systems such as Pure, ethics monitor and finance systems.

9. To act as key liaison person with other parts of the University, particularly Finance and HR, and provide guidance to the team on implementation of policies emanating from these units as they have a bearing on the RO.
10. Any other duties deemed appropriate by the Director/Assistant Director/Head of Research Support.

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

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Eligibility

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.

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
Qualifications				
1.	Educated to degree level or equivalent experience	*		A
Experience and Knowledge				
2.	Experience of using Microsoft packages, including Excel, to provide high quality analysis of data (management information)	*		T
3.	Experience of using information systems and generating reports for a range of users		*	S/I
4.	Experience of working in a demanding environment which requires multi-tasking or ability to segment work in an effective manner	*		S/I
5.	Experience of managing and monitoring budgets, and maintaining high quality, accurate records		*	S/I
6.	Experienced administrator who is able to work effectively with line managers to provide a high-quality service and be responsive to multiple demands from a range of stakeholders	*		A/I
Abilities and Skills				
7.	Ability to write high quality reports with graphics and charts to represent management information in an accessible manner	*		S/I
8.	Excellent written and verbal communication skill with knowledge of a range of communication methods aimed at a variety of audiences, including other team members	*		S/I
9.	Highly organised with the ability to manage own time effectively and work to multiple/conflicting deadlines	*		S/I

10.	Ability to work independently in a confident manner and as part of a team	*		S/I
11.	Commitment to maintaining data quality and understanding of the importance of high-quality data to the functioning of HE	*		S/I
12.	Commitment to customer care and for taking responsibility for developing and improving new practices and processes	*		S/I

How to apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy, you may wish to contact: Anna Grey, Director of the Research Office at greya@edgehill.ac.uk.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.