



## Research Support Administrator

<b>Reference:</b>	EHA0775-0624
<b>Salary:</b>	£24,533 - £26,444 per annum, pro rata Grade 4, Points 15–18
<b>Contract Type:</b>	Fixed Term Contract until 31 <sup>st</sup> July 2027
<b>Hours</b>	Full Time (36.25 hours per week)
<b>Location</b>	Ormskirk
<b>Accountable to:</b>	Associate Dean, Research & Innovation
<b>Reporting to:</b>	Senior Research Office Administrator



## About the Role

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 research active 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.

## Duties and Responsibilities

### 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, coordinating arrangements and allocating tasks to others as appropriate, ensuring that the administrative functions are planned 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) Coordinate activities to support the Faculty's preparation for Research Excellence Framework submission
- d) Coordinate 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, proofreading, 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. 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.



## **7. Boards, committees and 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.

## **8. 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.

## **9. 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.

## **10. 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.

## **11. 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.

## **12. 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.

## **13. Technology and systems**

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



## 14. 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.





## 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
- g) Proactively consider accessibility and ensure appropriate quality assurance of templates, documents and published outputs using software such as Microsoft Accessibility checker and Blackboard Ally

## 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.

Internal staff wishing to apply for a fixed term role as a secondment opportunity must discuss this with their existing line manager before applying.



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)
<b>Qualifications</b>				
1.	Educated to A level/BTEC standard or to have relevant work experience	*		A
2.	IT qualification, ECDL or equivalent	*		A
<b>Experience and Knowledge</b>				
3.	Experience in the use of Microsoft Office, including Word and Excel, to an advanced level	*		T
4.	Experience of minute taking & event organisation	*		S/I
5.	Experience of working with research administration procedures		*	S/I
6.	Experience of working in the Higher Education sector or NHS		*	I
<b>Abilities and Skills</b>				
7.	Excellent attention to detail, able to ensure accuracy of data and documents	*		S/I
8.	Excellent organisational and prioritisation skills, demonstrated in the tracking and monitoring of projects	*		S/I
9.	Able to work efficiently under pressure, to meet competing deadlines and co-ordinate multiple projects	*		S/I
10.	Able to work on own initiative and use creativity to resolve problems	*		S/I
11.	Able to effectively manage, develop and evaluate systems and processes	*		S/I
12.	Able to develop and maintain effective working relationships at all levels, with both internal and external contacts	*		S/I
13.	Excellent communication and presentation skills both oral and written, including the production of documents for reports or promotional materials	*		I
14.	Professional support is delivered in a demonstrably enthusiastic and approachable fashion, to high quality standards	*		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: James Hagan, Finance and Resource Manager, at [Haganj@edgehill.ac.uk](mailto:Haganj@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.*