



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Senior Faculty Research and Innovation Administrator (Resourcing),
Faculty of Arts, Humanities and Cultures**



Salary: Grade 7 (£32,548 – £38,833 p.a.)

Reference: AHCFO1014

Closing date: 2 January 2018

Senior Faculty Research and Innovation Administrator (Resourcing) Faculty of Arts, Humanities and Cultures

Do you possess significant experience of providing research support in a funding environment? Do you have an interest in providing high quality, customer-focused, cradle to grave research support to a vibrant, cross-disciplinary research Faculty, contributing to its strategic objectives and research culture? Are you an effective team leader, with excellent communication and interpersonal skills, and the ability to work effectively with a wide range of people?

We are looking for a proactive, self-motivated Senior Research and Innovation Administrator to work as a key member of our Faculty Research and Innovation team. You will work closely with the Faculty Research and Innovation Manager (FRIM) and Senior Faculty Research and Innovation Administrator (SFRIA) (Systems and Governance) to support and encourage research and innovation activity within the Faculty. You will provide an effective and efficient pre- and post- award support service to academic staff, ensuring effective financial management, evaluation and reporting of the Faculty's portfolio of funded projects, taking particular responsibility for the core processes relating to bid submission and post award activity for research and innovation funding.

With substantial experience of providing research support in a funding environment (including a proven track record in financial and risk management), you will be highly numerate with excellent leadership, communication and interpersonal skills. You will possess a broad experience of stakeholder management alongside robust analytical skills. A strong understanding of the challenges of working within the Higher Education sector and particular experience of the funding landscape for Arts and Humanities are desirable.

What does the role entail?

As a Senior Faculty Research and Innovation Administrator (Resourcing), your main duties will include:



- Work closely with the Senior Faculty Research and Innovation Administrator (Systems & Governance) to lead and deliver an excellent, customer focussed research and innovation support function to academic and wider stakeholders;
- Direct management of the Research Administrators completing staff reviews and probation; and contributing to developing and motivating the wider Faculty's research support team, including: overseeing and monitoring workloads; delivering induction, training and mentoring; handling pastoral and welfare issues and contributing to building team morale and motivation;
- Providing specialist knowledge on external funders' rules and regulations and on internal grant administration policies and procedures, working closely with the SFRIA (Systems and Governance) to ensure compliance with both external and internal rules and regulations;
- Resolving day-to-day problems as they arise and, in conjunction with the FRIM and SFRIA (Systems and Governance), implementing changes to working processes and practices, in response to changing circumstances;
- Provide professional pre and post award support to academics and other key stakeholders, including providing expert support for the preparation of research and innovation applications (including full costing and pricing of proposals); providing expert advice on "full economic costing principles" and scenario planning and ensuring compliance with sponsor terms and conditions and University policies throughout the life of the grant;
- Proactively project managing the non-academic element of complex, high value, collaborative applications, which involves: planning timelines; coordinating the collation of information from project partners and investigators and advising on funders' requirements;
- Undertaking application risk-assessment: reviewing the terms and conditions of grants (referring non-standard terms to appropriate individuals); ensuring ethical and internal peer review is undertaken; ensuring availability of resources and data storage; addressing security issues; ensuring all completed applications are appropriately authorised prior to external submission;
- In the absence of the FRIM, being responsible for the authorisation and review of grant applications and awards, in accordance with the Faculty and University approval policies;
- Providing advice and guidance on funding opportunities: carrying out bespoke searches for funding (based on individuals' research and innovation interests); promoting funding opportunities and explaining how they can be utilised for the benefit of the Faculty;



- Designing and delivering training, on a range of research and innovation support activities, to colleagues across the Faculty and supporting the design and production of training materials;
- Proactively developing your knowledge and skills in relation to pre- and post-award regulations and procedures, by keeping up to date with changes and developments in the research environment;
- Attending internal and external meetings, groups, seminars and events and establishing and maintaining effective working relationships (both internally, with colleagues throughout the Faculty and wider university, and externally, with funding bodies and other partners).

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Senior Faculty Research and Innovation Administrator (Resourcing), you will have:

- Substantial experience of providing research support in a funding environment, with significant experience of costing and pricing of projects, in accordance with full economic costing principles;
- Demonstrable experience in financial and risk management and control;
- A high level of numeracy, with proven experience of preparing, analysing and presenting financial information accurately and methodically;
- Experience of effectively managing, developing and motivating staff;
- Excellent interpersonal skills, with the ability to work as part of a team and to engage effectively with a wide range of stakeholders;
- Excellent oral and written communication skills;
- Strong analytical and problem solving skills, with the ability to prioritise tasks, work under pressure to competing deadlines and retain accuracy and attention to detail;
- A strong customer service ethos, with the ability to provide specialist advice to a range of audiences;
- Able to maintain confidentiality when working with financial data and related information;
- Proficiency with Microsoft Office and the ability to learn new systems;



- Flexibility, with a positive and proactive approach to work.

You may also have:

- A degree level (or equivalent) education;
- Substantial experience of providing research support in an academic environment;
- Particular experience of the funding landscape for Arts and Humanities;
- A strong understanding of challenges facing the UK Higher Education sector;
- Familiarity with the finance system SAP.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Elizabeth Smith, Faculty Research and Innovation Manager

Tel: +44 (0)113 343 8463

Email: E.C.Smith@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

