



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Support Administrator (Pre Award), Faculty of Environment



Salary: Grade 6 (£27,025 – £32,236 p.a.)

Reference: ENVFO1103

Closing date: 27 August 2019

Interviews are expected to be held on 5 September 2019

Flexible working/job share applications will be considered

Research Support Administrator (Pre-Award), Faculty Research Office, Faculty of Environment

Are you hard working with an eye for detail? Do you have administrative experience working in a busy office environment ideally in a research support or finance role? Do you want to join a team that is committed to supporting the strategic objectives and research culture of the Faculty of Environment?

We are looking for a professional and proactive individual who will provide high quality, customer focussed pre-award research support to our Faculty Research Office. You will work closely with the Senior Research Administrator (Pre-Award) and Principle Investigators to support costings and set-up of projects whilst following University and Funders' rules and regulations to provide support to the Faculty's academic community.

What does the role entail?

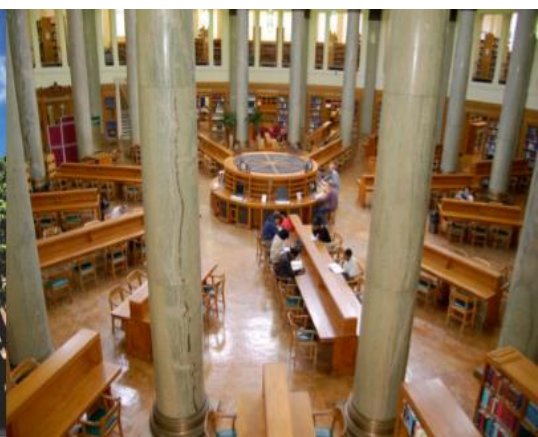
As Research Support Administrator (Pre-Award), your main duties will include:

- Supporting research within the Faculty throughout the application process. This includes preparing full economic costings for proposals, providing expert advice on eligible costs, scenario planning, determining sponsor price, assistance with navigating sponsor application systems and obtaining all necessary internal approvals before submission;
- Taking responsibility for making well considered judgements on appropriate costing and pricing for non-standard funding applications;
- Assuming the role of coordinator for University led consortium grants including high value EU bids and large RCUK grants. This includes managing budgets across all partner organisations and supporting the Principal Investigator with effective internal and external communications;
- Providing expert advice considering framework applications, forecasting day rates and alerting any potentially problematic implications of the terms and conditions. In the event of an award pro-actively assisting the Principle Investigator in the framework management;



- Developing expert knowledge on funders' procedures and interpreting terms and conditions to disseminate to grant applicants as necessary;
- Ensuring compliance with internal grant administration policies and procedures as set out by both Research and Innovation Service and University policy;
- Becoming an expert user of the University's research and finance systems (for example KRISTAL and Qlikview) to allow completion of the grant-set up process on KRISTAL ensuring compliance with sponsor and University requirements;
- Processing contracts and subcontracts in conjunction with the Research and Innovation Service Contracts Team, highlighting high risk agreements. Deal with contract variations and resulting budget amendments for the lifetime of a grant;
- Assisting Senior Research Administrator (Pre-Award) as appropriate in monitoring and allocating workload of the team on a day to day basis and ensuring priorities are met;
- Processing new staff appointments ensuring consistency with sponsor terms and conditions, confirming funding on behalf of the Faculty Research Manager;
- Proactively resolving day-to-day problems and recommending changes to work processes and practices to the Senior Research Administrator (Pre-Award) as appropriate in response to changing circumstances to maintain the quality of service offered;
- Working in conjunction with the Senior Research Administrator (Pre-Award) contributing to reporting on research activity and deputising where required;
- Providing day-to-day support to Research Support Officer (Pre-Award) with support from Senior Research Administrator, including identifying their support and development needs, providing training where appropriate. Participating in the annual review (SRDS) process as a reviewer;
- At peak times providing support to the wider team including the Post-Award team, including monitoring and updating of budgets, reviewing eligibility of costs, preparing invoices, claims and final statements of expenditure;
- Proactively developing your own knowledge and skills necessary to undertake the role.

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 Research Support Administrator you will have:

- Administrative experience in a busy customer focussed environment ideally in a research support or financial role;
- An understanding of costing projects;
- Knowledge of research funders;
- Experience of creating efficiencies in working processes and/or practices within your team;
- Excellent organisational skills with the proven ability to prioritise work and deliver against demanding deadlines; with particular experience of handling a large number of tasks with competing demands;
- Ability to work both proactively and independently but also as part of a wider support team;
- Excellent interpersonal skills with an ability to build credibility and trust with a wide range of people;
- Excellent numerical skills;
- Excellent written and verbal communication skills;
- Excellent attention to detail;
- Proficient in Microsoft Office applications, in particular excel;
- Experience of finance systems and procedures.

You may also have:

- Experience of KRISTAL and/or Qlikview;
- Knowledge of UKRI (NERC) and EU research funders rules including Full Economic Costing (FEC) and/or Transparent Approach to Costing (TRAC);
- Knowledge of funder systems (JeS, European Commission Portal, Flexigrant);
- Experience of developing costings, managing budgets for maximum benefit to the Faculty within funder rules;
- Experience of supervising staff.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

[Luke Lawrance](#), Senior Research Administrator

Tel: +44 (0)113 343 8826

Email: L.Lawrance@leeds.ac.uk

Additional information

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information 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](#).

