CANDIDATE BRIEF
Research Support Administrator, (Post Award)
Faculty of Arts, Humanities and Cultures

Salary: Grade 6 (£27,511-£32,817) p.a.
Reference: AHCFO1029
Closing date: 8 October 2019
Full Time
Research Support Administrator (post award)
Faculty Research & Innovation Office
Faculty of Arts Humanities and Cultures

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 Arts, Humanities and Cultures?

We are looking for a professional and proactive individual who will provide high quality, customer-focussed research support as part of our Faculty Research Office. You will support the provision of grants management and financial administration within the research office with particular responsibility for the post-award process. With experience of working to deadlines and independently prioritising multiple tasks, you will have excellent interpersonal skills with the ability to work effectively as part of a wider support team.

As a highly motivated, proactive individual you will be responsible for providing research grant management support to the Academic staff within the Faculty of AHC with a focus on post award activities.

You will need to show a high level of attention to detail and have the ability to organise, prioritise and work to tight deadlines. You will have a high level of interpersonal, communication and organisational skills and to be able to work on our own initiative, flexibly, proactively in a busy environment. We also require good problem solving skills to work through complex issues.

What does the role entail?

As a Research Support Administrator, your main duties will include:

- Providing detailed guidance and expertise in post-award regulations and procedures of research sponsors ensuring compliance with internal grant administration policies and procedures as set out by central Research Innovation Service and University Financial Procedures and proactively develop your own knowledge and skills necessary to undertake the role;
- Responsibility for faculty research and KT applications providing expertise in external funding opportunities, sponsor terms and conditions and support to applicants with the non-academic element of proposals;
- Interpreting and explaining complex and changing grant regulations to a variety of audiences, offering guidance and advice and contributing to the development of user guides;
- Proactively managing a portfolio of complex, high value, collaborative research and KT grants ensuring financial information is accurate and consistent with external sponsor rules and University Financial Procedures and policies;
- Providing regular budgetary reports to researchers on research and KT grants including explaining and interpreting reports where necessary, alerting any projected over or under spends, providing advice and discussing options for solving problems;
- Responsibility for maintenance and data integrity of University post-award systems;
- Maintaining files in line with central Research Support protocols ensuring full documentation is maintained for audit purposes;
- Assisting in the design and delivery of training in a variety of Research Support activities to a range of academic colleagues across the Faculty. Supporting in the design and production of supporting documentation within training sessions and user guides.

**What will you bring to the role?**

As a Research Support Administrator you will have:
- A first degree (or equivalent experience);
- Experience of working in a busy office environment in a research support or finance role within the HE sector or equivalent;
- A sound understanding of funding rules and regulations from a wide range of sector funders;
- Experience of providing advice and guidance in a specialist area to non-specialists;
- The ability to understand and explain detailed, and often complex, policies and procedures;
- Sound organisational and time management skills with the ability to manage a demanding workload, recognise priorities and work to deadlines;
Experience of developing and implementing administrative and financial procedures and of managing small projects; including experience of managing and maximising budgets;

The ability to work both independently and as part of a team;

A proactive approach to problem solving.

You may also:

- Have knowledge of ERP software such as SAP;
- Have knowledge and understanding of contract negotiation and intellectual property issues;
- Be working towards a financial or business management qualification;
- Have an understanding of issues currently facing HE.

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 closing date.

Contact information

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

Elizabeth C Smith, Faculty Research & innovation Manager
Tel: +44 (0)113 3435603
Email: e.c.smith@leeds.ac.uk

Cheryl Cooper, Senior post award Administrator
Tel: +44 (0)113 3438567
Email: c.cooper@leeds.ac.uk

Additional information

Find out more about the.

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 page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in 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 subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.