



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Support Officer (Pre-Award)

Faculty Research Office, Faculty of Environment



Salary: Grade 5 (£23,067 – £26,715 p.a.)

Reference: ENVFO1105

Closing date: 20 October 2019

We will consider job share/flexible working arrangements

Research Support Officer (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 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 research support to our Faculty Research Office. You will work closely with the Research Support Administrators to support costings and the setting-up of projects in line with University and research funder rules and regulations. You will have the opportunity to make a valuable and significant contribution to the team.

With administrative experience in a busy, customer focussed environment, you will also have excellent organisation skills and experience of financial systems and procedures. Experience of developing costings and managing budgets is desirable.

What does the role entail?

As a Research Support Officer (Pre-Award) your main duties will include:

- Supporting research within the Faculty throughout the application process, preparing costings, providing expert advice and facilitating the approval process for submission;
- Taking responsibility for making well considered judgements on appropriate costings and pricing for funding applications;
- Developing expert knowledge on funders' procedures and interpreting terms and conditions to disseminate as necessary;
- Ensuring compliance with internal grant administration policies and procedures as set out by both the Research and Innovation Service and University policy;
- Becoming an expert user of the University's research and finance systems e.g. KRISTAL;
- Completing the grant-set up process on KRISTAL, ensuring compliance with sponsor and University requirements;
- Developing consultancy costings with support from the Consultancy Officer;
- Confirming funding on behalf of the Faculty Research Manager;



- Proactively resolving day-to-day problems and recommending changes to work processes and practices in response to changing circumstances to maintain the quality of service offered;
- At peak times, providing Post-award support by e.g monitoring and updating budgets, reviewing the eligibility of costs, preparing invoices, claims and final statements of expenditure.

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 Research Support Officer (Pre-Award) you will have:

- Administrative experience in a busy customer focussed environment in a research support or financial role;
- Excellent organisational skills with the proven ability to prioritise work and deliver against demanding deadlines, with 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 accuracy and attention to detail;
- Proficient in Microsoft Office applications, in particular excel.

You may also have:

- Experience of KRISTAL;
- Knowledge of Research Council UK (NERC) or other research funders rules;
- Experience of developing costings, managing budgets for maximum benefit to the Faculty within funder rules.



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:

Luke Lawrence, Senior Research Administrator

Tel: +44 (0)113 343 8826

Email: L.Lawrance@leeds.ac.uk

Additional information

Find out more about the [Faculty](#)

Find out more about Athena Swan in the [Faculty](#)

A diverse workforce

The Faculty of Environment has received a prestigious Athena SWAN bronze award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

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.

