UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Support Officer (Pre and Post award), Faculty of Social Sciences

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

Reference: ESLFO1078

Closing date: 24 November 2019

We will consider flexible working arrangements

Research Support Officer (Pre and Post award)
Faculty Office, Faculty of Social Sciences

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

We are looking for a professional and proactive individual who will provide high quality, customer-focussed research support to the Faculty of Social Sciences from within the Faculty Research and Innovation Office (FRIO). You will work closely with the Research Support Administrators to support costings and applications for research funding, and to assist with the smooth running of awarded research projects.

You will also support the FRIO in the maintenance of databases and the management of administrative and financial functions. You will have the opportunity to make a valuable and significant contribution to the FRIO team and the Faculty.

With administrative experience in a busy, customer-focussed environment, preferably in a HE research context, you will also have excellent organisational skills and experience of financial systems and procedures. An ability to work to deadlines and an understanding of prioritising tasks is essential, as is experience of working with costings and budgets.

What does the role entail?

As a Research Support Officer (Pre and Post award), your main duties will include:

- Supporting research within the Faculty throughout the application process: providing expert administrative support and facilitating the research grant application submission process by liaising with University academics and other stakeholders, assisting with the preparation of costings, updating databases and other IT systems and ensuring all administrative requirements have been fulfilled prior to submission of application, then following up outcomes of submitted applications and updating results on the University's databases;

- Developing expert knowledge on funders' procedures, interpreting terms and conditions to assist with grant applications and communicating this information where appropriate;
- Providing administrative support to the Faculty's research grant applications peer review system by identifying reviewers, tracking responses from reviewers on databases, establishing timelines, ensuring these are communicated to all parties and actively ensuring timelines are adhered to with effective diary management;
- Assisting with the University's risk management, credit checks and other approval processes by carrying these checks out and requesting approvals where necessary according to University and other stakeholders' procedures, ensuring the checks and approvals are completed by actively managing timescales and responses ;
- Updating and maintaining the University's research and finance files, systems and databases to ensure compliance with regulatory control and with internal grant administration policies and procedures as set out by both the Research and Innovation Service and University policy;
- Assisting with the conduct of due diligence processes for research partners by following the University and external guidelines and obtaining relevant information from our partners;
- Providing financial administrative support for awarded research grants throughout the lifecycle of the grant: ensuring compliance with the sponsor's contractual and administrative requirements, undertaking a range of financial tasks on the University financial system such as journals and invoicing, carrying out regular grant maintenance tasks such as a grant set-up and amendment using the research grant database, preparing budget reports; always ensuring financial information is accurate and complies with external and internal regulations and policies;
- Providing financial administrative assistance for external and internal audits, to include checking and balancing of transaction lists, production of evidence for example receipts and invoices, collating and checking timesheets;
- Assisting with the ongoing maintenance of the FRIO website, for example by updating links and staff profiles on a regular basis;
- Assisting with the planning and smooth running of FRIO events such as workshops and meetings.

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 and Post award) you will have:

- Administrative experience in a busy customer focussed environment in a research support or financial role;
- Numerical skills with experience of working with finance systems and procedures and a sound understanding of costing projects and managing budgets;
- Organisational skills with the ability to prioritise work and deliver against demanding deadlines, whilst maintaining a high level of accuracy and attention to detail;
- Interpersonal skills with an ability to build credibility and trust with a wide range of people;
- The ability to work both proactively and independently but also as part of a wider support team;
- Written and verbal communication skills;
- Proficiency in Microsoft Office applications, in particular Excel.

You may also have:

- Experience of KRISTAL and SAP;
- Knowledge of research funders' rules and systems.

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:

Suzanne Pemberton, Faculty Research & Innovation Manager
Tel: +44 (0)113 343 3912
Email: S.M.Pemberton@leeds.ac.uk

Additional information

About the job
For day-to-day duties you will report to the Senior Research Administrator but will ultimately be accountable to the Faculty Research & Innovation Manager.

Working at Leeds
Find out more about the benefits of working at the University and what it's 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.