CANDIDATE BRIEF
Research Support Administrator (Post-Award)
Research Operations Service / Faculty of Engineering and Physical Sciences

Salary: Grade 6 (£27,511 - £32,817)

Reference: CSFIN1069

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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 newly created Faculty of Engineering and Physical Sciences?

We are looking for a professional and proactive individual to provide high quality, customer focussed, post-award research support to our Faculty Research Office (FRO). You will work closely with the Senior Research Support Administrator (Post-Award) and Principal Investigators to support the provision of grants management and financial administration within the FRO, with particular responsibility for the post-award process. You will be part of the University's Research Operations service, but will be deployed to the Faculty of Engineering and Physical Sciences and will report to the Senior Research Support Administrator (Post-Award).

You will have substantial experience of working in a research support or finance role, be an excellent communicator and have excellent organisation skills and an understanding of managing projects and budgets with the ability to work effectively to tight deadlines. Experience of advising on budget management is desirable.

What does the role entail?

As a Research Support Administrator (Post-Award), your main duties will include:
- Proactively managing a portfolio of complex, high value, worldwide collaborative research grants including EU Government grants, ensuring financial information is accurate and consistent with external funder or sponsor rules and University financial procedures and policies;
- Providing expertise in post-award procedures and regulations of research funders, sponsors and the University;
- Becoming an expert user of the University's research and finance systems (KRISTAL, Qlikview, SAP and SIRIUS);

- Database support including grant set up, journal allocations, grant acceptance, and milestones to ensure data integrity, compliance with grant deliverables and the avoidance of financial penalties;
- Processing financial transactions on research accounts such as journals, expenses, internal transfers and payment of invoices, and dealing with queries, ensuring financial probity and audit compliance;
- Regular monitoring, updating and reporting of budgets, interpretation and explanation of reports, reviewing eligibility of costs, preparing invoices, claims and final statements of expenditure and closure of grants;
- Providing information and advice on research related financial issues and recommending solutions on problematic grant issues;
- Providing project support, preparing financial and management information for external management reports; managing collaborator expenditure, budgets and income;
- External liaison with research funders, sponsors, collaborators and internal liaison with other Schools, Faculties, central Research & Innovation Service (RIS) and other corporate services;
- Maintaining grant files in line with RIS protocols, ensuring full documentation is maintained for audit purposes;
- Processing new EU staff appointments, and re-appointments, including MSCA top-up payments and international working issues, ensuring consistency with sponsor terms and conditions, confirming funding on behalf of the Faculty Research Manager;
- Proactively resolving day-to-day problems and recommend changes to work processes and practices in response to changing circumstances to maintain the quality of service offered;
- Working in conjunction with the Senior Research Support Administrator (Post-Award), contributing to reporting on research activity and deputising where required;
- At peak times, providing support to the wider Research team, including the Pre-Award and Mobilisation teams;
- 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 a Research Support Administrator, you will have:
- Administrative experience in a busy customer focussed environment in a research support or financial role, with a good knowledge of research funders;
- An understanding of costing projects;
- 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 (EPSRC) 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 and 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 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:

Ms. Janet Mackintosh, Faculty Research Manager
Tel: +44 (0) 113 343 5191
Email: j.e.z.mackintosh@leeds.ac.uk

Additional information

Find out more about the [Faculty of Engineering and Physical Sciences](#).

Find out more about the [Research Operations Service.](#)

Find out more about [Athena Swan](#) and [equality and inclusion](#) in the Faculty.

Find out more about the Faculty's [research and associated facilities](#).

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 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.