



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Support Officer (Post-Award)

Faculty of Engineering & Physical Sciences



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

Reference: EPSFO1012

Closing date: 19 January 2020

We will consider flexible working arrangements

Research Support Officer (Post-Award) Research Operations Service

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 who will provide high quality, customer focussed research support to our Faculty Research Office (FRO). You will support the provision of grants management and financial administration within the FRO, with a particular focus on 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).

With administrative experience in a busy, customer focussed environment, you will also have excellent organisation and communication skills, experience of financial systems and procedures, and the ability to work effectively to tight deadlines.

What does the role entail?

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

- Proactively manage a portfolio of research 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, research funders, sponsors and the University;
- Monitoring, updating and reporting of budgets, 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;
- Becoming an expert user of the University's research and finance systems (KRISTAL, Qlikview, SAP and SIRIUS);



- Processing financial transactions on research accounts such as journals, expenses, internal transfers, payment of invoices etc. 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;
- External liaison with research funders, sponsors, collaborators and internal liaison with other Schools, Faculties, central Research & Innovation Services (RIS) and other corporate services;
- Maintaining grant files in line with RIS protocols, ensuring full documentation is maintained for audit purposes;
- Proactively resolving day-to-day problems, thereby helping to maintain the quality of service offered;
- 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 Officer, you will have:

- GCSEs in Mathematics and English Language (Grade A*-C) or equivalent;
- Administrative experience in a busy customer focussed environment in a research support or financial role, with a good knowledge of research funders;
- Excellent organisational skills with the proven ability to prioritise work and deliver against demanding deadlines, whilst maintaining a high level of accuracy and attention to detail;
- 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, with experience of working with finance systems and procedures, and a sound understanding of managing budgets;



- Excellent written and verbal communication skills;
- Proficiency in Microsoft Office applications, in particular Excel.

You may also have:

- Experience of KRISTAL and Sirius Web;
- Knowledge of Research Council UK (EPSRC) and other research funders rules and of funder systems (JeS, Innovate “Connect”, eGAP);
- Experience of developing costings and 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:

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.

