



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Support Officer,
Faculty of Engineering & Physical Sciences



Salary: Grade 7 (£33,797 – £40,322 p.a.)

Reference: EPSCV1014

Closing deadline: 2 February 2020

We will consider flexible working arrangements

Research Support Officer School of Civil Engineering

Are you an enthusiastic and proactive individual, with experience of working in a senior administration or office management role? Are you able to build strong relationships and communicate effectively with people in a range of different roles? Can you provide effective management to support the development and management of a diverse portfolio of research within the School of Civil Engineering?

As School Research Support Officer, you will provide professional support to the Director of Research and Innovation (DoRI), Deputy DoRI, School Postgraduate Research Director and leaders of school research groups to facilitate research related activities within the School of Civil Engineering. You will assist the Head of School and Director of Research on various aspects of research administration and strategic management. The role will embrace substantive academic administration and management functions and necessitate interactions with a wide range of stakeholders across the University of Leeds, including Research and Innovation Support, Faculty of Engineering Graduate School Office, Finance, Marketing, IT and Human Resources.

You will independently organise and manage functions and budgets on a day to day basis and manage the administrative assistant(s) as appropriate. The nature of the work requires you to have a meticulous attention to detail and a conscientious approach to checking the accuracy of information. You will also need the flexibility and adaptability to respond quickly to urgent or unexpected demands. To successfully deliver and maintain an exceptional service you will work with a high level of personal initiative and autonomy, utilising your strong IT skills and your ability to effectively motivate and lead others in the team.

What does the role entail?

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

- Leading and supporting research management within the school, developing an expertise to be able to provide information and lead research discussions in the School;
- Developing and implementing administrative and data management systems,



- Being responsible for the quality of the research support provided, ensuring best practice via networking with others across the university reviewing and adapting the service as necessary;
- Responsibility for managing the Research Development Fund, including allocating expenditure and reporting to the Faculty Finance Office;
- Monitoring and supporting delivery of good research governance including compliance with ethical approval and requirements on open access publishing;
- Reviewing and recommending changes to practice, creating and updating School procedures and providing information and support on process and procedures to others where required;
- Collecting data, undertaking analysis, reporting findings to the appropriate board or committee, and making recommendations for improvement of the School for strategic monitoring against school and faculty strategies;
- Agenda setting for School Research Committee and subsequently leading discussions within area of expertise; Chair and agenda setting for School Ethics Committee;
- Managing the school's Research Excellence Framework (REF) preparations including administering the review and evaluation of outputs, providing data and advice to inform assessment of progress, collation of evidence for impact case studies and environment statement;
- Providing high level support to School HR processes, particularly those related to research; dealing with recruitment and retention issues, preparation of job descriptions, liaising with Faculty HR staff as required and advising the Head of School and other members of staff on HR policies and procedures;
- Managing and reporting on key research processes in the school such as visitor approvals and peer review of grant proposals;
- Supporting the development and implementation of a strong research culture through leading the organisation of events, impact activities and managing communication between research groups and school leadership and, where appropriate, provision of management support to live projects;
- Managing an administration assistant, including setting and monitoring workload, advising on priorities, and performance review identifying training and development needs and opportunities;
- Providing information and training to new members of staff who have a research remit;
- Liaising and networking with appropriate individuals/organisations in order to gather information and develop best practice;



- Be aware of University research policy and able to update others locally;
- Supporting any other roles appropriate for the post as requested by the Line Manager.

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:

- Substantial administrative experience with a detailed understanding of developing and implementing systems and processes within a complex organisation;
- Strong interpersonal skills, demonstrating excellent team working capabilities and an ability to maintain good working relationships with a range of stakeholders;
- Excellent written and verbal communication skills, including the ability to collate information from diverse sources and present this to a range of stakeholders;
- Proven experience in managing significant budgets, including making financial projections, monitoring accounts and providing periodic financial reports;
- Substantial professional and managerial experience including leadership skills;
- The ability to maintain confidentiality and handle sensitive information with discretion;
- Strong reasoning and analytical skills, with a demonstrable capacity to use initiative, make decisions on behalf of the Director of Research and Innovation, and work with minimal supervision;
- Using problem solving skills to resolve issues;
- Significant project management and organisational skills, including a willingness to work flexibly and under pressure, with the proven ability to plan and organise your own workload, identifying priorities to meet tight deadlines;
- Proficiency and experience in using Microsoft Office applications (Word, Excel, PowerPoint) for providing management information, monitoring accounts and running reports;
- A willingness to be adaptable and to learn new skills as needed;
- Awareness of research activities in a Higher Education environment.



You may also have:

- Project management experience/PRINCE 2;
- Experience of working with industry;
- Experience of supporting research in an academic environment;
- An understanding of the language and terminology associated with research and education in science, technology, engineering, mathematics and health;
- Experience of Research and Human Resource systems (eg. IRIS, KRISTAL, Symplectic, Scival, SAP).

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:

Pam Bishop, School of Civil Engineering

Tel: 0113 343 2268

Email: p.a.bishop@leeds.ac.uk

Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#) and the School of [Civil Engineering](#).

A diverse workforce

The Faculty of Engineering is proud to have been awarded the [Athena Swan Silver Award](#) from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.



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.

