



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Research Support Officer, School of Politics and International Studies,
Faculty of Social Sciences**



Salary: Grade 6 (£30,487 – £36,024 p.a.)

Reference: ESLPO1101

Location: University Main Campus. We will consider flexible working arrangements

Fixed term from October 2024 for up to 12 months to cover maternity leave

Research Support Officer Faculty of Social Sciences

As a key member of the School Operations Team, you will provide high-quality, customer-focused support contributing to the strategic objectives and research culture of the Faculty, focussing on one of the Faculty's academic schools.

You will report to the Faculty Research Development Manager but work closely with the School Director of Research and Innovation, REF Unit of Assessment (UoA) Lead, and Impact Lead to support high-quality research and innovation activity, taking particular responsibility for the School's R&I processes and activities.

What does the role entail?

As Research Support Officer, your main duties will include:

- Providing high-quality administrative support to the Director(s) and Deputy Director(s) of Research and Innovation, Impact Lead(s), and other academic leaders within the School (as appropriate and relevant) in the organisation of research-related activities and dissemination of research information, including the introduction and running of new research processes and initiatives;
- Working with the Faculty Research Development Manager to effectively promote and target research funding opportunities and to support the development of high-quality research funding applications as required, and the Faculty Impact Manager on developing the School's approach to maximising and evidencing impact;
- Providing assistance to academic staff with research enquiries and supporting the everyday running of research projects, such as the hiring of research assistants, assisting with purchasing, and organising research events;
- Providing specialist advice and support for the School's Research Excellence Framework (REF) preparations, including preparatory and ancillary activities; acting as the lead administrative contact for REF and proactively gathering information to support the Unit of Assessment (UoA) submission;
- Providing hands-on support for REF preparations including close liaison with academic colleagues to ensure accurate and up-to-date information and evidence on publications, impact, ratings, research environment, and income;
- Acting as the first point of contact and being the liaison point for services and teams (e.g. the Research and Innovation Service (RIS) and the Faculty Research and Innovation Office (FRIO)) with regards to the research quality and general matters of research;



- Providing support for School Research and Innovation Committees, including organising meetings, preparing and circulating papers, producing minutes, and, where appropriate, taking forward actions;
- Preparing reports and budgeting for the research activities, including benchmarking exercises and analyses of performance against plans. Leading the collection of research-related data from staff and prompting staff to maintain up-to-date records in university and external systems;
- Taking the administrative lead for ensuring the Faculty complies with the open access and data management agendas (including REF, UKRI and Research Fish); proactively keeping up-to-date with developments nationally and locally to expand own knowledge; providing specialist advice to staff; facilitating implementation of new processes and practices to ensure maximum compliance; monitoring and reporting on progress and take remedial action where necessary;
- Supporting the dissemination and promotion of research and impact-related activities, working closely with the Faculty Communications Manager, including writing copy and publishing via websites and social media;
- Leading the administrative arrangements for research fellows and visiting research scholars, and deal with new applications;
- Coordinating and monitoring information relating to research investment funds, research leave, Impact Acceleration Accounts (IAAs) and preparing reports and analyses on use of resources;
- Organising and promoting events for the School and its research centres, such as external invited speaker events, seminar series, and workshops;
- Proactively developing own knowledge and skills necessary to undertake the role, contribute to the skill and knowledge development of other staff, and support and encourage others; and
- Contributing to the strategy of the team to achieve the objective of providing a high standard of service to grow research income and performance.

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 Research Support Officer, you will have:

- A degree or relevant professional experience;



- Experience of working in the Higher Education sector, and of the HE research environment;
- Demonstrable ability to form strong working relationships and networks across different teams and services, internal and external;
- Proven experience of preparing, analysing and presenting complex information accurately and methodically to a range of different audiences;
- Proven ability to pay excellent attention to detail and provide accurate results;
- Ability to demonstrate sound organisational and time management skills, including ability to prioritise own workload and those of others, and ability to work effectively as part of a team;
- Ability to demonstrate excellent communication skills, including ability to provide specialist advice to a range of audiences;
- Proficiency in the use of MS Office;
- Ability to demonstrate a proactive approach through experience of problem solving and implementing improvements; and
- Experience of effectively coordinating projects.

You may also have:

- Experience of handling complex databases and maintaining data integrity; and/or
- Good awareness of the drivers for high quality research in the UK.

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:

Sarah Boyes, Faculty Research Development Manager

Email: S.R.Boyes@leeds.ac.uk

Additional information

Our University

As an international research-intensive university, we welcome students and staff from



all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Social Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit 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

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.

