Faculty of Arts  
Leeds Humanities Research Institute  

Research Support Administrator (Pre-award)  

In 2004 the Leeds Humanities Research Institute (LHRI) was established to promote interdisciplinary research within and beyond the Faculty, to support academic staff in applications for external research funding, to provide support for research-related activities (such as conferences and seminars), and to showcase the Faculty’s research and achievements. A dedicated building for the Institute was opened in 2005. Following a strategic review of the Institute in 2011-12, a new range of activities was introduced, including the development of LHRI research themes, a post-doctoral scheme, and Graduate Research Groups. The Faculty Research and Innovation team is based within the LHRI.  

As a member of the LHRI within the Faculty of Arts, you will have a key role in leading the pre-award team to provide high quality, customer-focused support contributing to the strategic objectives of the Faculty.  

You will work closely with the Faculty Research and Innovation Manager to support and encourage research and innovation activity within the Faculty. You will have particular responsibility for the pre-award stages of applications, and will be the Faculty contact and source of expert knowledge on all matters relating to research applications. You will be supported by a small team, for whom you will have line management responsibility. Educated to degree level or have equivalent professional experience you will have excellent financial and analytical skills alongside experience of research grant administration  

University Grade 6 (£25,513 - £30,434 p.a.)  

Informal enquiries may be made to Rebecca Adams, tel +44 (0)113 343 5063 or Eleri Pound, tel +44 (0)113 343 8611  

Closing Date:  

Ref: ARTLH1012  

Click here for further information about working at the University of Leeds  
www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: Faculty Research and Innovation Manager and LHRI Director
Reports to: Faculty Research and Innovation Manager

Main duties and responsibilities

Pre-award Research Administration

- Responsibility for Faculty research and consultancy applications, providing expertise in external funding opportunities, sponsor terms and conditions and support to applicants with the non-academic element of proposals.
- Ensure compliance with internal grant administration policies and procedures as set out by central Research Support and Finance and proactively develop own knowledge and skills necessary to undertake the role.
- Provide advice and guidance on funding opportunities, including bespoke searches for funding. Promote funding opportunities to academic staff explaining how these can be exploited for the benefit of the Faculty.
- Contribute to the evaluation of funding opportunities, potential collaborations and partnerships and their fit with the strategic objectives of the schools and Faculty, and with the research strengths and priorities of the schools and Faculty.
- Build close relationships with academic staff and research directors to understand the nature of their research and their research strategies.
- Assist in the identification and development of large, interdisciplinary collaborative funding proposals, providing project management support to academic staff.
- Support academics and researchers within the Faculty in the application process. Ensure all resources are identified and are fully justified in the application.
- Prepare full costing of proposals providing expert advice on the application of full economic costing principles, scenario planning, compliance with sponsor terms and conditions and University policy. For cost based pricing, review eligibility of costs to determine sponsor specific price. Ensure application costings are authorised by the Faculty Research and Innovation Manager.
- Work with the Director of the LHRI and Faculty Research and Innovation Manager to support research initiatives of strategic importance to the Faculty, for example, to develop new cross Faculty interdisciplinary collaborations.
- Develop web content to showcase the Faculty’s research activities and to support colleagues preparing grant applications.
- Line management responsibility for the Research Support Officers, including induction, full training, probation, and carrying out annual staff reviews.
- Responsibility for maintenance and data integrity of University pre-award system.
- Review the terms and conditions of grant applications and refer non-standard terms to the central Research and Innovation Support Contract team.
Undertake application risk assessment, including availability of resources and refer to Faculty Research and Innovation Manager for authorisation.

Ensure proposals have received the appropriate level of ethical and internal peer review.

Ensure all completed applications are authorised by the appropriate Faculty authority (or nominee) prior to external submission.

Provide support with the completion of sponsor submission systems and applications ensuring consistency with internally generated costings. Where appropriate upload supporting documentation.

Maintain electronic application files, ensuring that full documentation is maintained for audit purposes.

Where requested prepare electronic reports on research activity in the Faculty, provide information and advice on research related financial issues and recommend solutions.

External liaison with research sponsors and collaborators; internal liaison with Schools, Faculty Finance, other Faculties, central Research Support and other corporate services in relation to research grant administration. Build and maintain a network of contacts and contribute to the mutual exchange of information both internally and externally.

Resolve day-to-day problems as they arise, identify and implement changes to work processes and practices in response to changing circumstances and maintain the quality of the service offered.

Consultancy Administration

Responsibility for all aspects of consultancy from application stage to account closure.

Prepare costings for consultancy and knowledge transfer (KT) proposals, providing expert advice on funder terms and conditions and scenario planning.

Liaise with academics and innovation managers, offering advice on the costing and pricing of consultancy and KT work in line with University policy.

Ensure all completed applications are authorised by the appropriate Faculty authority (or nominee) prior to external submission.

Issue quotations and facilitate acceptance.

Review the terms and conditions of all consultancy and KT grants and liaise with central Research Innovation Service contracts team where non-standard contracts are required.

Set up accounts for consultancy contracts.

Undertake responsibility for the post award management of consultancy and KT contracts/awards including the processing of journals, expenses, internal transfers, invoices and the provision of guidance on sponsor terms, etc.
You are also expected to:

- Contribute as an active member of the team by respecting the work of other team members, contributing to building team morale and motivation, and upholding the values of the University.

- Contribute to the skill and knowledge development of other team members and support and encourage others. Contribute to the strategy of the team to achieve the objective of providing a high standard of service to the Faculty to grow research income and performance.

- Be alert to risks and opportunities by taking steps, where possible and appropriate, to minimise any adverse risks or maximise any opportunities, report to the appropriate person as any significant risks or opportunities that become apparent, be responsible for your own safety and minimise risks of endangering safety of yourself or others.

- Comply with the University Policy on Equality and Diversity.

- Carry out any other duties as may reasonably be required, consistent with the grade of the post.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - [http://jobs.leeds.ac.uk](http://jobs.leeds.ac.uk) - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University’s strategy and values is available at [http://www.leeds.ac.uk/comms/strategy/](http://www.leeds.ac.uk/comms/strategy/).
Person Specification

Essential

- Educated to degree level or having equivalent professional experience.
- Excellent financial and analytical skills, demonstrating accuracy and attention to detail.
- Ability to clearly display, interpret and explain financial information.
- Ability to work independently, and use initiative to manage and meet competing deadlines.
- Leadership and team building skills, with experience of staff line management.
- Sound organisational and time management skills - ability to work under pressure and prioritise own workloads and those of a team, and to plan and deliver work to tight deadlines.
- Significant understanding of Higher Education research.
- Experience of research grant administration, including significant knowledge of the requirements of major funders of research.
- Ability to provide specialist advice to a range of audiences.
- Ability to work effectively as part of a team.
- Excellent communication and interpersonal skills, with the proven ability to develop good working relationships with all staff.
- High level of proficiency in the use of office software, particularly Excel.
- A clear understanding of the need for confidentiality.
- A proactive approach to problem solving.
- Willingness to develop new skills and undergo further training.
- Positive attitude to change.
- Flexible approach to work as required.

Desirable

- Experience of working in the Higher Education Sector.
- Experience of using research costing systems.
- Working knowledge of SAP and KRISTAL.
- Knowledge of the Arts and Humanities funding landscape and funder requirements.
**Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at [www.leeds.ac.uk/hr](http://www.leeds.ac.uk/hr)

**The Partnership**

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at [http://partnership.leeds.ac.uk](http://partnership.leeds.ac.uk)

**Disclosure and Barring Service checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

**Disabled Applicants**

The post is located in the Leeds Humanities Research Institute, 29-31 Clarendon Place. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**