

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Research Administrator (Research Development)				
<b>DEPARTMENT</b>	Research & Enterprise				
<b>LOCATION</b>	Brayford Campus				
<b>JOB NUMBER</b>	EL1124	<b>GRADE</b>	4	<b>DATE</b>	February 2020
<b>REPORTS TO</b>	Researcher Development Coordinator				

### CONTEXT

We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. We will achieve this through a culture of enterprise and innovation.

Research & Enterprise is a central professional support department which works with staff, industry (private, public and third sector), external partners (e.g. Local Enterprise Partnership, Midlands Engine etc.), students and graduates to drive:

- A dynamic research environment
- Increased levels of graduate employment and progression
- Innovation & productivity levels throughout our region.

We use all these elements together and separately to build wide and deep external partnerships, further developing our role as an 'active anchor institution'.

The post holder will be part of the Researcher Development team, working to facilitate and deliver our provision of development activity at institutional level from postgraduate to professorial level. With a focus on the PGR community, through the Doctoral School, the post will also support the Institute for Advanced Studies (LIAS) and other institutional activity in support of the Vitae Concordat to Support the Career Development of Researchers. The post holder is expected to use their judgement to deal with queries and problems on a daily basis and work closely with a range of research focused roles across the institution.

### JOB PURPOSE

The primary purpose of the role is to engage with and support researchers, early careers researchers (ECRs) and postgraduate students (PGRs) to enhance their research experience at Lincoln through key portfolio activities:

- Organisation and co-ordination of training and development events from postgraduate to professorial level.
- Work closely and provide cover for the researcher development activity delivered by the Lincoln

Institute for Advanced Studies (LIAS)

- Contribute to the planning, organisation and delivery of the institutional Academic Development Programme.
- Under the direction of the Researcher Development Coordinator, organise, deliver and monitor activity in support of the Vitae Concordat to Support the Career Development of Researchers.
- Support Doctoral Management Board in activities to enhance PGR student experience, support and processes

The role will support the development of an associated range of initiatives and activities designed to impact upon the experience of Lincoln researchers through engaging with key partners both internally and externally.

The post holder must be able to use their initiative, work as part of a team, and have the ability to cope in a dynamic and challenging environment. He/she will support the Research & Industrial Partnerships team to ensure that activity is co-ordinated across the institution, enabling wide and deeper partnerships with our internal and external stakeholders to support the development of an institutionally rich research environment. The post holder will support the Researcher Development Coordinator to delivery against a strategy for researcher development in alignment with the University research strategy to inform the future development of research plans and activity in our four Colleges.

## KEY RESPONSIBILITIES

### Networking and Liaison

- Engage with researchers, ECRs and PGR students to enhance their skills and experience in research.
- Liaise with key support staff in other department such as Library, Planning, Careers Service and Student Administration.
- Liaise with PGR student representatives providing networking and feedback opportunities.
- Organise focus groups to seek researcher and PGR student feedback in support of the portfolio.
- Maintain an awareness of researcher and PGR support initiatives locally, nationally and internationally.
- Liaise with research leads, programme leaders, administrators and supervisors to help plan and organise events.
- Service the Doctoral School Management Board.
- Work closely with the Director of the Doctoral School and the College PGR representatives in delivery activity driven by the Doctoral School Management Board.
- In conjunction with Researcher Development Coordinator, liaison with external organisations such as Vitae, UKGCE and ARMA on sector approaches and sharing of best practice.

### Researcher, ECR & Post graduate student training & events

- Assist in the planning and organisation of researcher, ECR and PGR events working with internal and external contacts to provide a vibrant programme of support.
- Assist with the organisation and arrangements of team events in relation to the portfolio.
- Represent the department at identified social and academic events as required (e.g. open

days).

- Updating and maintaining training records database, such as PGR Supervisor Training, working with HR on integration of this data
- Production of training transcripts for researcher, ECRs and PGRs, designing and producing booklets and promotional material.
- Identifying opportunities for supporting and developing researcher development and events.

### Communication

- Act as first point of contact for researchers and PGR students on training and development needs, facilitated by increased visibility through a new mobile working model.
- Present information about the Researcher Development Programme at University Induction events so students and colleagues are aware of the portfolio of activities.
- Design promotional material including posters, flyers and schedules for online and print materials.
- Maintain the online presence of the Postgraduate Researcher Development Programme and all PGR activity.
- Provide written information about the portfolios for the Researcher and PGR monthly newsletter
- Keep accurate records of meetings to share and discuss with the wider team.
- Develop and maintain internal networks with Colleges, PGR students, PGR supervisors, PGR administrators and Professional services to support the effective flow of information and communication.

### Administration

- General administrative duties in relation to the portfolio and Research & Industrial Partnerships team events.
- To be the key point of communication for all aspects of researcher training activity internally and externally.
- Provide 'ad hoc' reception cover for the Research and Enterprise buildings as needed, usually during the reception team's annual leave.
- Provide administrative support as required, including booking meetings and taking formal notes for circulation.
- Provide basic support for Research & Industrial Partnerships budgets, orders and procurement as required.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

### ADDITIONAL INFORMATION

#### Scope and dimensions of the role

The post holder will follow standard University guidelines and procedures. The post holder will have access to confidential records and will be required to maintain confidentiality in respect to all relevant areas. The role will support the Researcher Development Coordinator, the Director of the Doctoral School and Director of Institute for Advanced Studies in provision of training and support for our academic colleagues, early career researchers and PGR students

This will involve close liaison and joint working with the wider Research & Industrial Partnerships and College Support teams and a range of roles across Professional Services, working to ensure we have a supportive and engaging research environment. The post holder will be well-organised to manage the breadth of requirements involved in research support which will, on occasion, involve flexibility. The role will play an integral part in the development of a new team to support research environment to ensure delivery of the university's research strategy.

#### Key working relationships/networks

Internal	External
Researcher Development Coordinator (Line Manager) Director of Doctoral School Research & Industrial Partnerships Team Library Team Professional Service Colleagues Academics/Supervisors/Programme Leaders College/School Administrators Postgraduate Research Students Marketing and Communications Human Resources Key PGR societies and forums Careers and Employability team Business Incubation and Growth team	Postgraduate Student Representatives Students' Union Procurement Contacts Publishers Alumni Key research & postgraduate online communities Partner organisations Vitae Relevant associations and professional bodies (e.g. Universities UK, UKGCE, Praxis Unico, ARMA, UKRO)



UNIVERSITY OF  
LINCOLN

**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Administrative qualifications, A levels or equivalent	E	A
<b>Experience:</b>		
Experience of organising or developing projects and events	E	A
Experience of working with postgraduate students	D	A/I
Experience of working in a supportive capacity in a educational setting	E	I
<b>Skills and Knowledge:</b>		
Excellent communication skills – both written and verbal	E	A/I
Good planning organisation skills	E	A/I
Good IT skills – competent user of Microsoft Office	E	I
Good knowledge of social media technology	D	I
<b>Competencies and Personal Attributes:</b>		
Ability to demonstrate creative and innovative ways of thinking	D	A/I
Ability to work independently with minimum supervision	D	A/I
Ability to interact with academic and support staff	E	I

**Essential Requirements** are those, without which, a candidate would not be able to do the job.  
**Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	PPS	<b>HRBA</b>	SP
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