UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Project Administrator
DEPARTMENT	College of Science
LOCATION	Brayford Pool
JOB NUMBER	COS773 **GRADE** 4 **DATE** September 2020
REPORTS TO	Research Officer

CONTEXT

We are seeking to appoint an enthusiastic and self-motivated Project Administrator within the College of Science at the University of Lincoln.   The postholder will be critical in supporting the work of the Research Office team, the academic cohort and the administration of a range of research projects. This is a permanent post, at 0.8 fte (the equivalent of 4 full days a week based on a 37 hour week, i.e. 30 hours per week) so would suit applicants looking for a part-time post, to facilitate other activities.

The College of Science aims to conduct world-leading research in its areas of focus, working collaboratively with external partners from within industry, higher education and other sectors on a global scale.   Academic recruitment within the College has been strategically focused on enhancing and increasing its research capacity, and the role of the College of Science Research Office (CoSRO) team is vital in supporting the College's rapidly expanding cohort of research-active staff, their associated research projects and external income generation portfolio.

The postholder will provide administrative support to the Research Manager and members of Research Office team (Project Managers, Research Officer and Research Project Managers), to the academic cohort and to the Director of Research, as required. The postholder will assist in the day-to-day administration of research projects in accordance with University and external funder guidelines, and the role involves an element of research finance support.

JOB PURPOSE

In liaison with the College Research Manager, the postholder is responsible for the provision of timely and robust post-award research administration from the point that the College's external funding applications are successful. The postholder will need to be familiar with, and adhere to, University guidelines, policies and procedures, and external funder guidelines. The postholder is expected to work on their own initiative and prioritise their workload to meet tight internal and external deadlines.   The postholder is also expected to use their judgement to deal with queries and problems on a daily basis.

The postholder will be expected to work with minimum supervision and ensure that their work conforms to the agreed quality standard, guidelines and procedures.

KEY RESPONSIBILITIES

Support for Research Projects

In liaison with the Research Manager and Research Officer, provide administrative support to the setting up and monitoring of research and consultancy projects. This includes arranging project set-up meetings and taking notes; ensuring that research contracts and other official documents are received and securely held; circulating privacy notices and ensuring that project participants adhere to GDPR compliance requirements; advising the academic project teams on the appropriate steps to be taken throughout the lifetime of the award; ensuring that all post-project actions are taken to secure and protect the data and make it available for the required period.

Support for Research Project Managers

Provide efficient and effective administrative assistance to the College of Science Research Office Project Managers in support of the management of externally funded awards.   This will include arranging meetings, taking and circulating notes and actions; travel arrangements for research teams; tracking the flow of recruitment for projects; preparing, collating and monitoring timesheets; research financial support (procurement, invoicing, retrieving and storing financial evidence for claims and audit preparations); preparing content/blog post for project websites and social media; liaising with CoS marketing to post through social media channels.

Adherence to Funder Rules

Have an understanding of guidelines and policies for external research funding agencies. Be familiar with the structure of research funding for HEIs, the principles of Full Economic Costings and the Transparent Costing methodology, and be able to apply these principles to awarded funds. Assist the College Research Officer in the upkeep and monitoring of funded awards on the Awards Management System, and be able to generate and distribute simple reports, as required. Provide support to the due diligence process relating to GCRF funding, including online searches and compilation of evidence.

Financial Administration

Support the College Research Office team in the raising of invoices, credit notes, purchase requisitions and credit card transactions as required.   Produce, collate and securely store claim and audit data in line with GDPR guidelines.   Monitor costs, spend and receipt of income from external sources.   Adhere to University procurement and travel policies, and be familiar with all University regulations in regard to the secure handling of awarded funds. Liaise, as requested, with central Finance team and other relevant parties to identify and solve budgetary issues.   Schedule milestones for invoicing, purchase orders, requisitions etc, and follow up. Check that all spend is eligible in line with funder terms.

Training/Event Management

Provide support to the Research Manager and Research Officer in the organisation of all College research-related events including (live/online) workshops, conferences, presentations to Schools and College events. Arrange communications platforms, send out invitations and

collate responses, ensure privacy notices are issued, liaise with speakers, suppliers, partners and relevant University Departments, as requested. In liaison with relevant team members, ensure all advertising and promotional materials are up to date.

College Research Committee

In liaison with the College Director of Research and College Research Officer, arrange full and ad hoc committee meetings, provide accurate minute-taking and Officer support to the College Research Committee, including timely distribution of agendas, minutes and other relevant papers.   Monitor follow-up actions and routinely update the ToRs and membership lists.

Data Administration

Assist the Research Office team in maintaining an optimum file structure for the storage of key project documentation. Liaise with the Research Office staff and project teams to ensure that evidence is maintained in relation to the management of, and provision of access to, funded research data, including the University's requirements around data protection and GDPR guidelines. Liaise with central University Departments as required. Assist with general project record keeping (ensuring project documents e.g. ethical registration/ approval forms etc. are received and filed, ensuring project documentation is named and stored consistently in correct project folders).

University-wide Support

Participate in University events/activities, including student enrolment and award ceremonies, as and when required.

Citizenship

Contribute, as required to the wider mission and reputation of the University with active involvement in activities contributing to general university life e.g. open days, student activities, alumni events and delivery of outreach activities e.g. school visits, local community activities. Where appropriate, active participation in committees/groups contributing to university life e.g. health and safety, customer service, equality diversity and inclusivity, sustainability and working groups. Engage in appropriate training programmes in the University, actively follow and promote University policies and participation in the staff appraisal scheme. Where appropriate help contribute towards the future development of the University and support the University's wider social, cultural and economic development of our region, our 'civic' mission with engagement and/or leadership of external partnerships contributing to the civic mission of the University. Participation in external activities such as volunteering, cultural activities, community activities

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 Project Administrator has a wide-ranging role in support of the College of Science in the provision of accurate and timely administrative support to research events and research projects. This is a continually changing environment and the postholder will be expected to provide and sustain a flexible approach, including undertaking unplanned tasks as requested. The postholder will largely manage their own time and determine priorities in order to achieve the required output. The postholder will apply knowledge and judgement to determine the best approach from a number of identifiable solutions in order to resolve problems. The postholder will be an experienced team member.

Key working relationships/networks	
Internal	**External**
- Research Manager - Director of Research - Research active academic cohort - College Director of Operations - Wider College Research team including Research Officer, project administrators, project managers, Research Officer and Research Finance Officer - Finance Business Partnering team - HR Business Partnering team - Central Research & Enterprise team - Other core University Depts as required (Catering, Student Services etc)	- External funding bodies - External project partners - External academic partners - External administrators in partner institutions - External speakers - Event facilitators - Suppliers

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Administrative or IT qualifications	D	A
Experience:		
Administrative experience	E	A/I
Relevant experience of HE administration procedures and systems	D	A/I
Relevant experience in a customer facing role	D	A/I
Skills and Knowledge:		
High standard of written and oral communication skills	E	A/I
Highly computer literate, e.g. Microsoft Office or equivalent	E	I
Ability to organise self and others	E	A/I
Effective problem solving skills	E	A/I
Ability to work under pressure to tight deadlines	E	A/I
Knowledge of working in HE in administration	D	A/I
Knowledge of HE administration, procedures and systems	D	A/I
Competencies and Personal Attributes:		
Enthusiastic and flexible approach to work	E	I
Effective team member	E	A/I
Able to work independently and confidentially	E	A/I
Customer-orientated approach to work	E	A/I
Professional, courteous manner	E	I
Proactive and able to demonstrate initiative	E	A/I
Business Requirements:		
Flexible hours to accommodate very occasional evening and weekend work	E	A/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.

| **Author** | MP | **HRBP** | SP |