



**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

|                   |  |              |   |             |            |
|-------------------|--|--------------|---|-------------|------------|
| <b>JOB TITLE</b>  | College Research Administrator                     |              |   |             |            |
| <b>DEPARTMENT</b> | College of Social Science                          |              |   |             |            |
| <b>LOCATION</b>   | Brayford Campus                                    |              |   |             |            |
| <b>JOB NUMBER</b> | CSS181   | <b>GRADE</b> | 4 | <b>DATE</b> | March 2021 |
| <b>REPORTS TO</b> | Senior Research Officer, College of Social Science |              |   |             |            |

**CONTEXT**

The College of Social Science consists of six schools: Education, Health and Social Care, Law, Psychology, Social and Political Sciences, Sport and Exercise Science. It also forms a significant part of the newly created Lincoln International Institute for Rural Health; the Institute Director is housed in the College. The College has ambitious plans to enhance the research conducted by its staff in line with the university's objective to conduct research with impact locally, nationally and globally.

In order to achieve this ambition the College requires efficient and professional administrative support for and coordination of College-based research-related activities.

The post holder will work as part of the College research administrative team following standard University guidelines and procedures, but is also expected to work on their own initiative and prioritise their workload to meet tight internal deadlines. The post holder is also expected to use their judgement to deal with both operational and financial research queries and problems on a daily basis.

**JOB PURPOSE**

To support the College of Social Science Research Office by providing effective and efficient administrative research support services to the academic cohort and to be responsible for the delivery of key aspects of the College's research operations.

To liaise with College of Social Science academic and finance colleagues in order to provide up to date financial reporting both internally and to external funding bodies.

To provide logistical and operational support to the College Director of Research and Senior Research Officer in the provision of a wide range of virtual and in person events to upskill and develop researchers.

To manage and maintain accurate records relating to College research activity.

**KEY RESPONSIBILITIES**



### **Pro-Active Research Support**

- Provide the first point of contact for enquiries from academic and professional support staff; providing advice and assistance where relevant and redirecting enquiries appropriately (including tracking referrals to ensure a high level of service delivery).
- Pro-actively disseminate research funding, collaboration and public engagement opportunities, and provide advice as required on funding sources available.
- Maintain an understanding of changes to funder regulations and costing mechanisms, including their translation onto the internal Awards Management System.
- Maintain an up to date working knowledge of existing expertise and activity within the college in order to aid facilitation of collaboration and external income generation

### **Research Project Set-Up Procedures**

- Ensure successful awards are correctly set up on the Awards Management System, including the budgetary and contractual documentation.
- Arrange set-up meetings with new grant-holding academic staff to ensure that all parties are clear on how projects should run, establish deliverable milestones, procurement, invoicing etc.
- Assist in the preparation and submission of reports to funders as required, ensuring that these are carried out within stated deadlines.
- Support grant-holding academic staff in the submission of their deliverables, outcomes, publications and provide supporting documentation as required.

### **Support for REF, Research Impact and Research Environment**

- Underpin College ambitions for improved REF scores relating to Environment Statements and Impact Case studies through administrative support for REF documentation.
- Provide logistical and operational support and guidance for Away Days and events relating to Impact, Environment and the wider REF agenda.
- Monitor and record impact case outcomes in line with agreed guidance.
- Ensure that ethical approval is annotated on the Awards Management System for all externally funded projects for staff.
- Sit on the impact working group committee and attend meetings to provide input into the process, and increase knowledge to improve the process.
- Assist Directors of Research to support the provision of evidence to support impact case studies.
- Provide assistance as requested in support of the College's REF submission, including collating and recording information from all relevant sources.
- Provide assistance as requested with the recording of REF-able publications on the University's repository.
- Liaise with the Library and other REF support staff on the timelines for the submission of information from the College, and in discussion with Unit of Assessment Coordinators and Impact champions.
- Disseminate REF-related guidance on Open Access, Data Management, Impact etc to academic staff, and provide supplementary advice where needed.



### General Administration

- Support the College Director of Research and Senior Research Officer in compiling and disseminating information to academics on key research processes and policies, internal funding roll-outs, and new central research-related procedures.
- Responsible for updating the Awards Management System status of all funded projects and those in set-up to ensure the data is as accurate as possible for production of reports.
- Advise staff of the processes required to set up and run their internally funded awards (College Research Fund), and ensure they are advised of their budget codes. Provide supplementary advice as required on reporting, and ensuring spend before project end.
- Assist in the collation and preparation of Research Centre and Research Group documentation and statistics, as requested, ensuring that these are provided in a timely fashion to meet deadlines.
- Development of College research related literature and media, including maintenance of the Share Point College research support site, Research Newsletter, Research Support Manual and Research Blog.
- Support the organisation of, and preparation for, research-related events, including research away days and other workshops, as required.
- Facilitate the College Peer Review Process for applications for grant funding



**ADDITIONAL  
INFORMATION**

**Scope and dimensions of the role**

The postholder will be the key point of contact within the College of Social Science Research Support Office in relation to the establishment of correct post-award administration, and be a point of contact for all staff seeking advice on research governance requirements post-award.

The postholder will contribute towards ongoing improvement of Research Culture within the College and will share best practice as and when required via relevant committees, working groups and/or forums.

**Key working  
relationships/networks**

**Internal**

- Academic Staff within the College and across the University
- Research staff within the College and across the University
- School and Executive Team Administrative staff
- Research & Enterprise Department
- Academic Registry
- College Management Accountant
- College Research Finance Officer
- Human Resources Department
- College Ethics Chair
- College & School Directors of research
- Unit of Assessment Coordinators and Impact champions
- Library staff

**External**

- Sponsors and Employers
- Clients of External projects
- General Public
- Research funders
- NHS Trusts RM&G staff
- Research Governance authorities



**PERSON SPECIFICATION**

|                  |                                |                   |        |
|------------------|--------------------------------|-------------------|--------|
| <b>JOB TITLE</b> | College Research Administrator | <b>JOB NUMBER</b> | CSS181 |
|------------------|--------------------------------|-------------------|--------|

| <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>   |                                       |  |
| Educated to A level/HND or HNC/degree level or equivalent  | <b>E</b>                              | <b>A</b>   |
| <b>Experience:</b>   |                                       |  |
| Administrative and clerical experience   | <b>E</b>                              | <b>A/I</b>   |
| Experience of financial/budget reporting and monitoring  | <b>D</b>                              | <b>A/I</b>   |
| Experience of working in a HE/FE environment   | <b>E</b>                              | <b>A/I</b>   |
| Experience of research grant application processes   | <b>D</b>                              | <b>A/I</b>   |
| Experience of supporting research involving humans/animals   | <b>D</b>                              | <b>A/I</b>   |
| Experience of REF environment  | <b>D</b>                              | <b>A/I</b>   |
| Experience of dealing with a wide variety of challenging tasks, often under pressure   | <b>D</b>                              | <b>A/I</b>   |
| <b>Skills and Knowledge:</b>   |                                       |  |
| Excellent working knowledge of Microsoft Office in particular Word, Excel, Powerpoint, Teams and electronic diary  | <b>E</b>                              | <b>A/I</b>   |
| Knowledge of HE procedures and systems   | <b>D</b>                              | <b>A/I</b>   |
| Knowledge of Research Governance legislation and ethical approval requirements   | <b>D</b>                              | <b>A/I</b>   |
| Knowledge of the research landscape pre- and post-award  | <b>D</b>                              | <b>A/I</b>   |
| Understanding of the importance of research in higher education  | <b>E</b>                              | <b>A/I</b>   |
| High level written and verbal communication skills in order to ensure effective liaison with individuals at all levels, both inside and outside the organisation | <b>E</b>                              | <b>A/I</b>   |
| Ability to set and work towards own deadlines in addition to meeting those set for them  | <b>E</b>                              | <b>A/I</b>   |
| <b>Competencies and Personal Attributes:</b>   |                                       |  |
| Enthusiasm, diligence and an ability to work through problem   | <b>E</b>                              | <b>I</b>   |
| Excellent interpersonal skills   | <b>E</b>                              | <b>I</b>   |
| Organised, flexible and efficient with a positive and proactive approach to work   | <b>E</b>                              | <b>I</b>   |
| Resilient, able to cope under pressure and in difficult situations   | <b>E</b>                              | <b>I</b>   |

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| Professionalism, tact and diplomacy   | <b>E</b> | <b>I</b> |
| Ability to work on own initiative whilst contributing as a member of a team                               | <b>E</b> | <b>I</b> |
| <b>Business Requirements</b>  |          |          |
| Willingness to work unsocial hours on occasion to accommodate very occasional evening and weekend working | <b>E</b> | <b>I</b> |
| Ability to travel between sites   | <b>E</b> | <b>I</b> |

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|---------------|----|-------------|----|
| <b>Author</b> | FP | <b>HRBA</b> | SL |
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