

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Research Support Administrator – Fixed term				
DEPARTMENT	Research & Enterprise				
LOCATION	Brayford Campus				
JOB NUMBER	EL1157	GRADE	4	DATE	January 2022
REPORTS TO	Impact Development Officer				

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 work with the Research Data and Systems Team to support the delivery of impact, knowledge exchange and research support programmes for academic colleagues, including delivery of institutional support strategy. This will include close working with College Directors of Research, Planning and Business Intelligence as well as members of the wider Research and Industrial Partnerships team to support the reporting of research developments. The post holder is also expected to use their judgement to deal with queries and problems daily and work closely with a range of research focused roles across the institution.

JOB PURPOSE

The post holder will provide efficient and effective administrative support for our developing research environment, with a particular focus on Impact and research assessment e.g., REF (Research Excellence Framework). 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. A high level of confidentiality is also required central to personal information and financial records.

The post holder will work with members across the department regarding related activity to support a co-ordinated approach across the institution, enabling wider and deeper partnerships with our internal and external stakeholders to drive societal benefits to our communities.



UNIVERSITY OF
LINCOLN

The post holder will support a suite of Impact and Research assessment related programmes of work, in alignment with the University research strategy to inform the future development of research plans and activity in our four Colleges. They will work with the Impact and Research Data and Systems Team to ensure that a targeted programme of academic engagement and interventions is delivered annually.

KEY RESPONSIBILITIES

Impact and Research Assessment Support
<ul style="list-style-type: none"> • Maintain an effective filing system for both paper and electronic documents. • Updating and maintaining research outputs database. • Working with College Directors of Research and College support teams to update and maintain institutional impact register. • Administration of centrally supported research assessment activity as commensurate with the level of responsibilities aligned to the role.
Relevant Research & Industrial Partnerships Team Support
<ul style="list-style-type: none"> • Handle relevant internal/external enquiries from staff and external stakeholders and liaise with the appropriate team member. • Provide relevant administrative support to the Research & Industrial Partnerships Team in the compilation of regular documents, feedback for University/College committees and meetings. • Ensure that all enquiries and urgent matters are referred to appropriate staff for action where relevant. • Assist with the organisation and arrangements of relevant Research & Industrial Partnerships events and activities.
Impact and Research Assessment Administration Support
<ul style="list-style-type: none"> • Provide administrative support for events and meetings including booking meeting rooms, co-ordination of diaries, meeting invites, preparation of papers, producing project documentation, undertaking activities as required e.g., minutes etc. • Organisation, administration and officering of meetings. • Supporting the review of central policies and processes related to REF activity. • Provide basic support for budgets, orders, and procurement.
Lincoln Impact Literacy Institute (LILI)
<ul style="list-style-type: none"> • Provide administrative support for LILI events, initiatives and meetings including booking meeting rooms, co-ordination of diaries, meeting invites, liaising with external advisors, preparation of papers, producing project documentation, undertaking activities as required e.g., minutes etc.
Liaison and Networking
<ul style="list-style-type: none"> • Liaise with other Administrators in Professional Services as required for the support of Team activity. • Develop and maintain internal networks with Unit of Assessment Coordinators, Impact Leads, College Directors of Research, College Research Support Teams, and other academic colleagues as required to support the effective flow of information and communication. • Liaison with external reviewers (e.g., contracts and payments etc).

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 REF in strategic preparation and development of all aspects of Research Assessment (e.g., REF) and its governance. This will involve close liaison and joint working with the College Directors of Research, College Support teams and a range of roles across Professional Services that support impact, outputs and research governance.

The post holder will be well-organised to manage the breadth of requirements involved in research assessment, including REF, which will, on occasion, involve flexibility. The role will play an integral part in the team to support research environment to ensure delivery of the university's research strategy.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> Impact Development Officer (Line Manager) Director of Impact Development Research & Industrial Partnerships Team College Directors of Research Impact Leads and UoA Co-ordinators School Directors of Research, Heads of School and Colleges Professional Service Colleagues College support teams Business Incubation and Growth team 	<ul style="list-style-type: none"> Key external research bodies and associations e.g., RCUK Procurement Contacts REF focused agencies/organisations Local and National Government bodies Regional, national and international universities Partner organisations Relevant associations and professional bodies (e.g., Universities UK, Praxis Unico, ARMA, UKRO)

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Research Administrator (Impact)	JOB NUMBER	EL1157
------------------	---------------------------------	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Test (T) References (R)
Qualifications:		
Educated to A level or equivalent experience	E	A
Experience:		
Administrative and clerical experience	E	A,I
Experience of working in a HE/FE environment	D	A,I
Experience of dealing with matters of a confidential and sensitive nature	D	A,I
Experience of dealing with a wide variety of challenging tasks, often under pressure	E	A,I,T
Experience of providing administrative support for events/projects	D	A,I
Skills and Knowledge		
Excellent working knowledge of Microsoft Office in particular Outlook, Word, Excel, and PowerPoint	E	A,I
Knowledge of HE procedures and systems	D	A
Knowledge of basic website tools	D	A
High-level written and verbal communication skills	E	A,I,T
Competencies and Personal Attributes:		
Enthusiasm, accuracy, and an ability to work through problems	E	I
Organised, flexible, and efficient with a positive and proactive approach to work	E	I,T
Resilient, able to cope under pressure	E	I
Professionalism, tact, and diplomacy	E	I
Ability to work on own initiative whilst contributing as a member of a team	E	I
Business Requirements		
Willingness to work unsocial hours on occasion to accommodate very occasional breakfast, evening and weekend working	D	I
Ability to travel between sites	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.



UNIVERSITY OF
LINCOLN

Author	AJ	HRBP	SP
---------------	----	-------------	----