Research Support Officer
Department of Politics

Closing date: 15 December 2017
Interview date: 24 January 2018
Vacancy reference: 6229
The University of York is setting up the York Global Development Centre (YGDC), led by Department of Politics, and is seeking to appoint a full time Research Support Officer to join the team. This is a new role and has been created to help support external partnerships (academic and stakeholder) and income growth for the Centre.

You will support the submission of funding applications, as well as other areas of research activity, and help develop and maintain relationships with stakeholders associated with the University of York’s work in international development. Working on your own initiative, your outstanding planning and organisational skills, together with Microsoft Office and database management knowledge, will enable you to deliver excellence in customer service, to a tight deadline.
Main purpose of the role

This post has been created to work in the York Global Development Centre (within the Department of Politics, in conjunction with other Departments of the University). You will work closely with the leadership team of the Centre and with the Research support staff in Politics and the University. You will be a key contact for academics associated with the Centre in the research grant process, delivering a high quality administrative service to support them, and in their relationships with stakeholders including NGOs, international organisations and government departments.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Pre-Award Support:

- Develop and maintain a good working knowledge of the activities and expertise of staff in the York Global Development Centre; of relevant research funding sources and funder regulations
- Provide a suitable funding opportunity alert service; help staff to match ideas to suitable sponsor schemes, through awareness of the departments’ research strengths/interests and funding availability
- Assist Principal Investigators (PIs) with the preparation of research grant applications. This will include providing advice on application procedures and eligibility criteria; completing project costings on the University’s costing system; co-ordination of input from collaborators/sub-contractors; obtaining appropriate authorisations; and ensuring timely submission of applications

Post Award Support:

- In conjunction with the University’s Research and Enterprise Office (REO), ensure that project applications are made in line with University policies and procedures as well as sponsor guidelines; liaise with relevant stakeholders on contractual matters
- Keep departmental information about research funding up-to-date to assist researchers, including intranet pages, guidance, other documentation and training, in liaison with the Research Facilitator. Ensure that REO receives prompt information on successful and rejected applications
- Ensure that stakeholders receive prompt information on successful and rejected applications
- In conjunction with the University’s Research and Enterprise Office (REO), ensure that project applications are made in line with University policies and procedures as well as sponsor guidelines; liaise with relevant stakeholders on contractual matters
- Keep departmental information about research funding up-to-date to assist researchers, including intranet pages, guidance, other documentation and training, in liaison with the Research Facilitator. Ensure that REO receives prompt information on successful and rejected applications
- Ensure that stakeholders receive prompt information on successful and rejected applications

General and external relations:

- Contribute to activities designed to promote interdisciplinary research – for example, helping to arrange and support events for the Centre
- Liaise with external stakeholders and pro-actively create partnerships outside the University for the Centre and its staff

The above list of duties is not exhaustive and is subject to change. You may be required to undertake others duties within the scope and grading of the post.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level or equivalent professional experience</td>
<td>Essential</td>
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<tr>
<td>Financial/Administrative qualification</td>
<td>Desirable</td>
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### Knowledge

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<th>Knowledge</th>
<th>Essential</th>
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<tr>
<td>Understanding of Higher Education Research and the funding landscape</td>
<td>Essential</td>
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<td>Project management processes</td>
<td>Essential</td>
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<td>Administrative procedures and processes used in a busy office within a large, complex organisation</td>
<td>Essential</td>
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<td>Understanding of funding in relation to International Development</td>
<td>Essential</td>
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### Skills, abilities and competencies

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<tr>
<td>Good numeracy skills, with the ability to monitor expenditure against a financial account/budget</td>
<td>Essential</td>
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<td>Excellent interpersonal skills – able to develop good working relationships with all staff</td>
<td>Essential</td>
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<td>Able to communicate verbally and in writing with a broad range of people from different backgrounds, including the ability to make communicate technical concepts to a non-specialist audience</td>
<td>Essential</td>
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<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint</td>
<td>Essential</td>
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<td>Able to produce consistently high-quality work</td>
<td>Essential</td>
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<td>Able to work independently and to prioritise own work and achieve deadlines</td>
<td>Essential</td>
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**PERSON SPECIFICATION**

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<th>Experience</th>
<th>Essential/Desirable</th>
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<tr>
<td>Experience of working with financial information</td>
<td>Essential</td>
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<td>Experience of working in HE</td>
<td>Desirable</td>
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<td>Experience of working on research grants administration</td>
<td>Essential</td>
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<tr>
<td>Organising events and meetings</td>
<td>Essential</td>
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**Personal attributes**

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<tr>
<td>Enthusiasm and commitment to producing high-quality work</td>
<td>Essential</td>
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<td>Proactive approach to solving problems</td>
<td>Essential</td>
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<td>Highly organised</td>
<td>Essential</td>
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<td>Keen to deliver a customer-focused service</td>
<td>Essential</td>
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THE DEPARTMENT

The Department of Politics is one of the leading centres for research and teaching in Politics and International Studies in the United Kingdom. It was ranked eighth in the country for its research performance in the 2014 Research Excellence Framework. The Department also achieves a high level of external recognition for its teaching, and is currently in the top ten of both the Guardian and Times/Sunday Times Leagues tables.

The Department of Politics has undergone a period of significant growth over the past five years and currently has over 35 members of academic staff involved in teaching and research along with 11 members of support staff. There are over 150 postgraduate students, both research and those studying a taught Masters programme. There are also over 950 undergraduate students on two large Single subject degree programmes and four combined degree programmes, run with two other departments and two Schools. Further information about the department can be found at http://www.york.ac.uk/politics/.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6229
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 15 December 2017

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to ed.kirby@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835