Grants Administrator
Research and Enterprise

Closing date: 12 February 2018
Interview date: 07 March 2018
Vacancy reference: 6333
INTRODUCTION

The Research Grants and Contracts (RGC) section provides administrative support and financial control for all research grants and contracts and this includes responsibility for the application process for research proposals made to external funders. This post is similar to other administrative posts that provide support to the funder focussed teams in RGC providing a range of administrative duties which are commonly found in many busy offices, with ones that are very specific to externally funded research grant operations.
Main purpose of the role

We need an administrator to help support a team within Research Grants & Contracts by delivering a range of financial activities, preparation for audits and contract tracking. This is a varied role which combines administrative duties that are commonly found in many busy offices, with ones which are very specific to externally funded research grant operations. The role is well suited to someone with good analytical and numerical skills, who is methodical and organised and who enjoys supporting a team of colleagues. The role will provide a good grounding for someone who is interested in developing a career in research administration.

Key responsibilities

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

- Provide support to the team for routine grant activities such as: contract tracking, storage, management and partner liaison; obtaining, logging and checking timesheets; updating electronic system records (e.g. project application & award data and financial & project management information); issuing of invoices to funders; analytical verification of financial transactions and evidence sourcing for audit, claims and statements; processing journals; coding of payments; filing & archiving project paperwork (electronic & hard-copy).

- To provide pro-active, effective and efficient administrative support to the team and Team Leader, such as: arranging regular and ad-hoc meetings (including calendar availability, room bookings and catering) as required; monitoring shared inboxes; answering phones - filtering enquiries and taking messages; organisation of travel & accommodation bookings; compiling information and producing documentation as required.

- To actively contribute to the development of office administrative systems and processes - ensuring controls are in place to guarantee accuracy and timeliness – in order to help improve the overall RGC service.

- To input & extract straight forward data and service-related information into & from databases, systems and spreadsheets

- Organise and maintain office/team/project electronic and paper-based filing systems.

- To analyse, manipulate and interpret information in order to compile detailed summary reports and communications.

- To use Agresso, Excel and other electronic systems for processing financial and project data.

- To undertake regular data quality checks of electronic systems to support accurate HESA/HEBCI returns and other reporting.

- To assist in organising all aspects of meetings, workshops and internal forums if required

- To develop a general working knowledge of research administration so to help answer or re-direct queries from colleagues and external customers as appropriate.

- To assist in the production and maintenance of various departmental documentation using different electronic and paper based media.

- To act as part of a team of professional administrators helping to cover absences / peaks in workload so to ensure continuation of the RGC service.

- The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>Grade 4—£20,989-£24,285 per year</th>
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<tbody>
<tr>
<td>Hours of work</td>
<td>Full time—37 hours per week</td>
</tr>
<tr>
<td>Contract type</td>
<td>Open</td>
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<tr>
<td>Based at</td>
<td>Heslington Campus West</td>
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## PERSON SPECIFICATION

### Qualifications

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<tr>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include 5 GCSE passes at Grade C or above, or an equivalent educational qualification, or relevant experience (to include Maths and English)</td>
<td>Essential</td>
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### Knowledge

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<tr>
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<tbody>
<tr>
<td>Good knowledge of administrative procedures and processes as utilised in a busy office</td>
<td>Essential</td>
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<tr>
<td>Knowledge of Higher Education or research processes and issues</td>
<td>Desirable</td>
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<tr>
<td>Financial/ business knowledge</td>
<td>Desirable</td>
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<tr>
<td>Knowledge of Agresso</td>
<td>Desirable</td>
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### Skills, abilities and competencies

<table>
<thead>
<tr>
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<tr>
<td>Good IT skills with the ability to use Word, Excel, Access, PowerPoint, Google applications and to use bespoke systems including those with a financial basis</td>
<td>Essential</td>
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<tr>
<td>Strong numeracy skills, with the ability to demonstrate attention to detail and produce accurate reports based on numerical analysis</td>
<td>Essential</td>
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<tr>
<td>Ability to communicate effectively (both orally and in writing) with a wide range of people</td>
<td>Essential</td>
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<tr>
<td>Competent in the design and production of a range of information, documentation and literature. Ability to produce good written notes, documentation and reports from a range of inputs and with only basic instructions</td>
<td>Essential</td>
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<tr>
<td>Ability to effectively organise and prioritise own work and, as part of a team, respond flexibly to achieve deadlines</td>
<td>Essential</td>
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<td>Ability to plan and organise meetings, events, and workshops.</td>
<td>Desirable</td>
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### Experience

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<tr>
<td>Experience of working in a financial role</td>
<td>Essential</td>
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<tr>
<td>Experience of taking an active part in a team, helping colleagues as required to ensure tasks are completed on time and to required standards</td>
<td>Essential</td>
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<tr>
<td>Experience within administration of providing advice on administrative procedures to colleagues and external customers</td>
<td>Essential</td>
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<tr>
<td>Experience of working with data and presenting summary information in a clear and concise format – including financial/numerical information</td>
<td>Essential</td>
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<tr>
<td>Experience of producing various written materials for a range of different audiences</td>
<td>Essential</td>
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<tr>
<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Desirable</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Able to work flexibly, under pressure to handle tight deadlines and workload peaks</td>
<td>Essential</td>
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<tr>
<td>Proactive approach and keen to take the initiative to improve ways of working and able to adapt well to change</td>
<td>Essential</td>
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The Department

Research Grants and Contracts (RGC), is a section within the Research and Enterprise Directorate. The Research and Enterprise Directorate is the University department responsible for central management of the University's activities and strategy in research and knowledge exchange, and for providing comprehensive support to academic departments in their research and impact activities. Its primary purpose is to mobilise the University's research and knowledge base in pursuit of both excellence and financial sustainability, and to ensure that its research skills, knowledge and know-how benefit external users. In an environment of contracting research funding and rapid change in funder expectations of HE institutions, the Directorate leads operational change management in order to ensure that York remains competitive and successful in research and knowledge transfer.

Research and Enterprise objectives

- To provide an environment for research that maximises research excellence and its social and economic impact, and promotes staff recruitment and retention;
- To help academic departments increase the volume of their research and innovation income;
- To efficiently manage the administration of grants and contracts.
- To manage and assist the governance of University-level procedures around research and enterprise;
- To manage the reporting and control framework to support all the University's research grant activities;
- To develop income-generating relationships between the University and external partners including businesses;
- To increase the volume and quality of the University's Continuing Professional Development offering;
- To foster a culture of societal impact and enterprise amongst staff.

Services provided

- Pre-award support for application development and submission;
- Research related contract/agreement review, drafting and negotiation;
- Financial administration of the University research grant and contract portfolio, including responsibility for claims;
THE DEPARTMENT

- Development and support for University-wide policies and systems for managing and reporting on research and enterprise activities;
- Promoting and marketing the University’s research base and its technical facilities to external organisations;
- Developing financially beneficial research links with public and private sector bodies;
- Working with external partners to create sustainable enterprises through knowledge transfer, innovation and collaboration;
- Protection and exploitation of the University’s intellectual property;
- Acting as the University’s key point of contact with regional and national agencies involved in economic development;
- Supporting the development and administration of Continuing Professional Development programmes for business, public and third sector employees.

The Research Grants and Contracts (RGC) section provides administrative support and financial control for all research grants and contracts, from initial application through to closure of live awards. RGC overall comprises 27 staff organised into four teams based around specific funders (Research Councils; European Commission; Health, Government & Industry; and Charities & Overseas). RGC currently handles around 1000 applications per annum and 1000 live research projects from over 170 different funders. RGC staff work closely with colleagues in academic departments, in other support areas and liaise with funders and partner organisations on a regular basis. Problem solving, interpreting complex rules and conveying them in easily understood language is a regular part of all RGC roles.
THE UNIVERSITY

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.
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 AND THE REGION

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 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 6333
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 12 February 2018

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 anna.payne@york.ac.uk

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835