Research Facilitator
Department of Sociology

Closing date: 8 February 2018
Interview date: 21 February 2018
Vacancy reference: 6369
Applications are invited for an administrative post of Research Facilitator to be based in the Department of Sociology starting on 1st April 2018 or as soon as possible after this date. The position has become available due to the secondment of the current post holder to role of REF 2021 Research Manager for the University of York.

The Research Facilitator will support all research activity in the Department of Sociology through co-ordinating research activity, maximising research grant income, and ensuring that our research obtains maximum possible visibility and impact. The post holder will work in partnership with all academic staff, the Departmental Research Committee (DRC) and the University’s Research and Enterprise Office (REO), and will liaise routinely with external funders, non-academic beneficiaries and collaborators in other disciplines and Universities. The post holder will also be a member of the Department Management Team (DMT) and will be proactively involved in strategic and operational decisions that relate to research.

The post-holder will provide informed, tailored support and expert advice on funding opportunities and funders’ regulations, as well as on the structure and content of bids. The post holder will also prepare project costings, ensure that applications are submitted in line with University and funder requirements, and will provide post-award support through the reporting of, and financial management of, grants. In addition the post holder will manage the Departmental research budget, and provide management information on research grants. The post holder will support the sociology REF 2021 submission keeping detailed records of research and research related impact events, keeping up to date on REF 2012 procedures and guidelines, working on supporting the environment, impact and other documentation as required for the REF 2021 submission.

The Research Facilitator will join colleagues whose commitment to research resulted in the Department being ranked 1st in the UK’s national review of research quality (REF 2014) for sociology, sustaining its premier position achieved in the previous REA 2008.
Main purpose of the role

To be the first point of contact for all academic and research staff in the pre and post award research grant process and to deliver high quality administrative service; to provide support in applying for and administering research grants; to manage a personal portfolio of research grants; and to deal with a wide and varied range of grants and associated contracts. To work with academic colleagues – in particular the Director of Research for Sociology and the Department’s Sociology REF 2021 Director – to ensure the Department maintains its current ranking in the forthcoming REF 2021 by implementing the Department of Sociology’s research strategy.

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 relevant research funding sources and funder regulations
• As a specialist on the individual rules and regulations of each funding body/sponsor, provide advice & guidance to academic researchers to ensure effective co-ordination of the procedures for submitting research proposals, including carrying out accurate Full Economic Costings
• Provide a suitable funding opportunity alert service and, through awareness of the Department’s research strengths/interests and of funding availability, assist staff in matching ideas to suitable sponsor schemes
• Assist principal investigators (PIs) with the preparation of research grant applications, providing advice on application procedures and eligibility criteria; take a lead on project costings; co-ordinate input from collaborators/sub-contractors, proactively obtain appropriate authorisations; ensure the timely submission of applications
• Work closely with the PIs and co-applicant(s) (CIs) to develop the structure and content of the bid by providing expert advice and feedback on draft cases for support and pathways of impact, interpreting funders guidance, checking and explaining criteria to the applicant, identifying and co-ordinating input from research collaborators/sub-contractors/beneficiaries.
• Be proactive in analysing and acting on funders’/reviewers feedback, ensuring that relevant advice is disseminated to future applicants and to inform departmental practice.
• Be pro-active in understanding key funders - what is being successful and why and how this may change in future - and communicating key messages to staff
• Build strong internal and external links to facilitate interdisciplinary bids and to promote the departments’ research strengths. Be pro-active in improving the quality of applications across the departments – including management of the internal peer-review process

Post Award Support:

• Ensure that key contractual obligations of the individual grants and contracts awarded have been highlighted to the relevant PI, and taking responsibility for the financial management of live awards - provide PIs with relevant simple financial summaries; pro-actively monitor live awards to identify any potential budgetary issues and liaise with PIs and REO to resolve these.
• Assist PIs with dissemination and user engagement strategies, including reports to funders. Liaise with non-academic users of research to ensure that any specific needs they may have are identified and strategies developed to tailor research to meet these.
• Liaise with REO on any grant transfers to/from other universities.
• Assist PIs with the co-ordination of any project contributions from subcontractors/collaborators and beneficiaries.
JOB DESCRIPTION

General:

- Working with the REF Director and Director of Research to prepare the Department’s REF 2021 submission including monitoring open access compliance of outputs, organising the review of outputs and supporting the preparation of documentation required for the submission, including the preparation of impact case studies.
- Assist with reviewing, developing and implementing effective procedures and systems put in place by the Research and Enterprise Office (REO)
- Liaise with the Director of Research and the Departmental Manager within sociology to plan and implement the academic research leave schedule
- To oversee the Department’s visiting researcher programme
- Create and maintain databases for tracking research submissions, providing statistical and relevant financial information to support the department’s planning of resources and Research Excellence Framework return
- Work with the Departmental Research Committee (DRC) chair to engender a strong research culture:
  - identify potential issues and help to implement solutions
  - provide management information within the department on applications pending, success rates, live awards, outputs and benchmarking performance
  - contribute to activities designed to promote inter-disciplinary research – for example, helping to arrange and support events for inter-disciplinary centres
  - provide regular reports on current funding, awards, research outputs and other research related data, as agreed with the Director of Research and the Head of Department
- managing the departmental research budget
- Contribute to the tracking of research impact within the departments
- Ensure and monitor the University PURE research data base system up to date by regularly monitoring and checking departmental and academics entries
- Contribute to forecasting of future research grant income for the department
- Be an active member of the University’s Research Administrators’ Forum (YRAF); contribute to the ongoing development of University research processes and systems
## PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential/Desirable</th>
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<tr>
<td>Educated to degree level (or equivalent professional experience)</td>
<td>Essential</td>
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### Knowledge

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<tr>
<td>Knowledge and understanding of research in a higher education environment</td>
<td>Essential</td>
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<td>Knowledge of key funders for social science research</td>
<td>Essential</td>
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<td>Knowledge of the areas of engagement, priorities and requirements of key funders</td>
<td>Essential</td>
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<td>Knowledge and understanding of REF 2021 requirements, procedures, and regulations</td>
<td>Essential</td>
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### Skills, abilities and competencies

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<th>Essential/Desirable</th>
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<tr>
<td>Excellent verbal and written communication skills</td>
<td>Essential</td>
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<td>Good interpersonal skills, with the proven ability to develop good working relationships with all staff</td>
<td>Essential</td>
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<td>High level of proficiency in the use of standard office software; able to develop skills associated with specific systems for costing and grant reporting</td>
<td>Essential</td>
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<td>Able to work independently and use initiative to manage competing demands and achieve deadlines</td>
<td>Essential</td>
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<td>Good numerical, financial and analytical skills, demonstrating accuracy and attention to detail</td>
<td>Essential</td>
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<td>Proactive and creative approach to identifying and solving problems</td>
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### Experience

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<td>Notable administrative or research project management experience in higher education or in a research funding organisation, or within a relevant industry</td>
<td>Essential</td>
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<td>Developing or co-ordinating research applications</td>
<td>Essential</td>
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<td>Experience in liaising with university finance, HR, and other administrative departments, to co-ordinate research activity</td>
<td>Essential</td>
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<td>Experience of collaborating internationally</td>
<td>Desirable</td>
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### Personal attributes

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<td>Keen to keep up-to-date with new sponsor rules and policies and to develop as a professional research administrator</td>
<td>Essential</td>
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<td>A proactive attitude to the role</td>
<td>Essential</td>
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<td>Keen to deliver a customer-focused service</td>
<td>Essential</td>
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<td>Well organised and ability to meet and work to deadlines</td>
<td>Essential</td>
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The Department of Sociology (founded in 1964) is one of the longest established and distinguished in the UK and has played an important role in the development of the discipline internationally. The Department was ranked 1st in the recent Research Excellence Framework exercise (REF 2014) and is a QS World Top 150 Department. Our research is recognised as amongst the most innovative and influential in the world.

We are a collegiate department with a vibrant, research-intensive group of staff. The Department has undergone a significant period of development and appointed a number of new staff in recent years. It includes 10 Professors, 2 Readers, 8 Senior lecturers, 9 lecturers, 3 full-time Associate Lecturers, and 8 Administrative staff as well as Research Fellows, Postdocs, emeritus colleagues and visiting scholars. Recent appointments have seen us expand our expertise in areas such as culture, urban sociology, criminology, ethnicity, migration, gender, sexuality, human rights, health, science and technology, and religion. It has also enabled us to develop our already strong international profile and research undertaken beyond the UK.

The Department is led by a Management Team which consists of: the Head of Department, Deputy Head of Department, Department Manager, Director of Research, Director of REF, Research Facilitator, Chair of the Board of Studies, Director of Teaching, Employability Coordinator, and the Director of the Department of Women's Studies (CWS).

Research

Our strategic vision is to produce research that is internationally world leading. Our work aims to be theoretically innovative, empirically grounded, critically engaged and policy relevant. This is enabled by our proactive Director of Research, our academic lead on REF 2021 and the Research Facilitator, who are supported by the Department Research Committee and impact sub-committee.

Research in the Department is consolidated into four core clusters which engage in empirical and theoretical work: Culture, values and practices; Language and social interaction; Gender, sexuality and inequality; and Science, health and technology. Several members of staff work across as well as within these clusters, each of which supports the work of colleagues through activities such as regular reading groups and research development meetings.

The Department is also committed to interdisciplinary work and currently we have a number of links (both in teaching and research) with Departments such as Biology, Computer Science, English, Environment, Health Sciences and the Medical School (HYMS), History, Language and Linguistic Science, Law, Management, Theatre, Film & Television, Politics, and Social Policy and Social Work.
THE DEPARTMENT

The Department also houses or has a substantial involvement in several research centres which intersect with the research clusters:

- Centre for Women’s Studies (CWS)
- Centre for Urban Research (CURB)
- Science and Technology Studies Unit (SATSU)
- European Centre for Cultural Exploration (ECCE)
- Centre for Advanced Studies in Language and Communication (CASLC) housed in the Department of Linguistic Science

Teaching Programmes

Although the Department is research intensive, we take teaching very seriously and are committed to providing a research-led, high quality experience to our undergraduate and postgraduate students. We currently offer three undergraduate BA (hons) degrees within the Department (typical A level offer ABB): Sociology; Sociology with Criminology and Sociology with Social Psychology.

In addition we are central to joint degrees with Education and with Philosophy. We also contribute to the BA in Criminology, and to the School of Social and Political Sciences (with colleagues in the Departments of Politics and in Social Policy and Social Work) and are part of the interdisciplinary BA (Hons) in Social and Politics Sciences (SPS).

We currently offer six taught postgraduate degrees:

- MA in Criminology and Social Research
- MA in Social Media and Social Research
- MA in Culture, Society and Globalisation
- MSc in Social Media and Management (in partnership with the York Management School)
- MA in Social Media and Interactive technologies (jointly with Computer Science)
- MA in Sociology by Research

We are also central to the delivery of the MA in Social Research which is coordinated from the Research Centre for Social Sciences (RCeSS).

Doctoral Programme

Sociology has a vibrant research postgraduate community who are provided with first-rate facilities, including office space and a dedicated social space. The Department is part of the White Rose ESRC Doctoral Training Partnership, collaboration between the Universities of Leeds, Sheffield and York. The Research Centre for the Social Sciences (RCeSS) at York is also a focal point for postgraduate activity.

The Department is housed in Wentworth College, which is adjacent to the main University lake and served by a restaurant.

Further information about the department is available at http://www.york.ac.uk/sociology/
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 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 6369
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 8 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 sam.bayley@york.ac.uk

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

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