Research Administrator
Departments of Mathematics and Environment

Closing date: 14 February 2018
Interview date: to be confirmed
Vacancy reference: 6382
INTRODUCTION

The Department of Mathematics and the Environment Department of the University of York wish to appoint a Research Administrator, the post to be held jointly between the two departments. The role will support the Research Facilitator who is also based in both departments.
Main purpose of the role
To deliver a high quality administrative service to support research staff in applying for and running research grants. To support the Research Facilitator and Chair of Department Research Committee (DRC) in maintaining accurate data, and providing administrative support for the running of DRC.

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

Pre-Award Support:

• Under the guidance of the Research Facilitator, develop and maintain a good working knowledge of the activities and expertise of the Department of Mathematics and Environment Department; of relevant research funding sources and funder regulations
• 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
• In conjunction with the University’s Research and Enterprise Office (REO), assist the Departmental Research Facilitator in ensuring that project applications are made in line with university policies and procedures as well as sponsor guidelines
• Assist the Research Facilitator in keeping departmental information about research funding up-to-date to assist researchers, including intranet pages, guidance, other documentation and training. Ensure that REO receives prompt information on successful and rejected applications
• Assist the Research Facilitator in providing training and documentation to assist researchers, including maintaining a bank of best practice examples

Post Award Support:

• Assist PIs with reports to funders and the financial management of live awards; provide PIs with relevant simple financial summaries; proactively monitor live awards to identify any potential budgetary issues and liaise with relevant stakeholders
• Assist PIs with the co-ordination of any project contributions from subcontractors/ collaborators
• Liaise with REO on any grant transfers to/from other universities

General:

• Support the Research Facilitator in providing management information to departmental managers/committees on applications pending, success rates and live awards
• Apply a good working knowledge of University and Departmental administrative systems to answer queries and resolve problems from colleagues and external customers
• Be an active member of the University’s Research Administrators’ Forum (YRAF) and Science Faculty Research Administrators’ Forum (Sci-RAF); contribute to the ongoing development of University research processes and systems
• Assist with the collection and collation of data in preparation for the next Research Excellence Framework
• Act as administrative support for Department Research Committee, including organisation and preparation for meetings, and taking high-quality minutes
• Assist the Research Facilitator with checking and reporting on information entered in the research information system, PURE

JOB DESCRIPTION

At a glance

Salary £20,989—£24,285 a year

Hours of work Full-time, 37 hours per week

Contract type Open contract

Based at Heslington West Campus
### PERSON SPECIFICATION

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

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<tr>
<td>Understanding of Higher Education Research</td>
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<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
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<td>Knowledge of a full range of MS Office applications particularly Word and Excel, and G Suite for Education</td>
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<td>Knowledge of the requirements of major sponsors of research activity in either or both Mathematics and Environment</td>
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<td>Knowledge of Mathematics and / or Environment subject disciplines</td>
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### Skills, abilities and competencies

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<td>Excellent numerical skills, including the ability to monitor expenditure against a budget</td>
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<td>Excellent interpersonal skills – able to develop good working relationships with all staff</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
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<td>Good level of computing skills; ability to utilise standard software (eg spreadsheets, databases) and to develop skills associated with specific systems for costing and grant reporting</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work of a high standard to required deadlines</td>
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<td>Demonstrates consistent accuracy and attention to detail</td>
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<td>Pragmatic approach to solving problems</td>
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<td>Ability to prepare agendas and take &amp; transcribe high-quality minutes</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 in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<tr>
<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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<td>Experience of working with financial information</td>
<td>Essential</td>
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<td>Experience of working in higher education</td>
<td>Desirable</td>
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<td>Experience of working on research grants administration</td>
<td>Desirable</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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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>Keen to deliver a customer-focused service</td>
<td>Essential</td>
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<td>Willing to learn and develop new skills to meet the needs of the role</td>
<td>Essential</td>
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<td>Able to work as a member of a team</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure to tight deadlines</td>
<td>Essential</td>
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Housed within this world-class University, the Department of Mathematics combines leading mathematical and interdisciplinary research with high quality undergraduate and postgraduate teaching. There are about 750 undergraduate students enrolled in the Department as single subject or combined honours students, across a variety of programmes. There are also about 160 graduate students across five MSc programmes and a PhD programme.

The recent NSS results place the Department as the top Mathematics Department in the Russell Group for overall satisfaction, and five other measures, including assessment and feedback.

At present, there are 51 academic staff, 17 research staff, and nine administrative staff. The Department is a registered supporter of the London Mathematical Society’s Good Practice Scheme, and is committed to providing a working culture in which both staff and students can reach their full potential. The recent Athena SWAN Bronze Award acknowledges good practice in the promotion of women’s careers in mathematics.

York’s Environment department recently moved to a new £12.5M purpose built building and is a leading global centre committed to teaching and research on sustainable solutions to the world’s environmental challenges. The department comprises about 650 undergraduates spread across four undergraduate degrees, about 60 MSc students on our four masters programmes and about 80 PhD students.

The department has 33 academics, 11 research staff, 7 technicians and 7 administrative staff. Additionally the Stockholm Environment Institute – York (SEI-Y) is embedded within our department. SEI-Y is one of six constituent centres of SEI, an independent, internationally renowned research organisation committed to the implementation of practices supportive of global sustainable development that is recognised as the world’s top environmental ‘think tank’ (fpri.org). The SEI-York centre has around 30 core members of staff from a variety of disciplines. The department has held an Athena Swan Bronze Award since 2014 and operates a range of family-friendly policies.
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.
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 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 6382
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 14 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 annabel.jenkins@york.ac.uk

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

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