Research Facilitator
Department of Politics

Closing date: 25 February 2018
Interview date: 9 March 2018
Vacancy reference: 6410
Applications are invited for an administrative post of Research Facilitator in the Department of Politics. This role is to support all research in the Department through co-ordinating research activity, maximising research grant income, and ensuring that research obtains maximum possible visibility and impact. The post holder will work in partnership with the academic staff, the Departmental Research Committees (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. Lastly, the post holder will support the Department to implement its research strategy and to support the preparations for the Research Excellence Framework (REF) submission.
Main purpose of the role

To be the first point of contact for academic and research staff in the research grant process and deliver a high quality administrative service; to provide support in applying for and administering research grants; to manage a personal portfolio of research grants, dealing with a wide and varied range of grants and associated contracts; to support research engagement and impact and ensuring that the department’s research is disseminated to a wide audience; and to work with the Chair of Research Committee to implement the Department’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 and develop a clear funding pipeline indicating future grant possibilities.
- 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 departments’ 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; complete project costings; co-ordinate input from collaborators / sub-contractors, obtaining 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 PIs.
- Assist PIs with reports to funders and 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 the Research & Enterprise office to resolve 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.
- Provide help and advice to academics on funders’ output and impact reporting requirements.
JOB DESCRIPTION

General:

- Working with the REF Director and Chair of Research Committee 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)

- 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

- Liaise with the Chair of Research Committee and the Departmental Manager to plan and implement the academic research leave schedule

- To oversee the Department’s visiting research staff programme

- Help 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 DRC chair and the Head of Department
  - managing the departmental research budget

- 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

- Contribute to the tracking of research impact within the two departments

- Help the department and academics to keep the PURE research database up-to-date
# PERSON SPECIFICATION

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

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<tr>
<td>Knowledge and understanding of research in a higher education environment</td>
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<td>Significant knowledge of the requirements of major funders of research activity relevant to the Social Sciences</td>
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<td>Knowledge of the areas of engagement, priorities and requirements of key funders</td>
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<td>Knowledge and understanding of REF 2021 requirements, procedures, and regulations</td>
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## Skills, abilities and competencies

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<td>Good verbal and written communication skills</td>
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<td>Good interpersonal skills, with the proven ability to develop good working relationships with all staff</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>
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<td>Able to work independently and use initiative to manage competing demands and achieve deadlines</td>
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<td>Good numerical and analytical skills, demonstrating accuracy and attention to detail</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>
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<td>Developing or co-ordinating research applications</td>
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<td>Experience of collaborating internationally</td>
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<td>Being a member of research management teams that includes both academics and administrators</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>
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<td>A proactive attitude to the role</td>
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<td>Keen to deliver a customer-focused service</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 recently 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 league tables.

The Department is characterised by a strongly international character, intellectual pluralism, and a commitment both to innovative research and to the application of this knowledge to significant political problems. The Department has undergone a period of significant growth over the past five years, and now consists of 55 academic and teaching staff and 12 support staff. This growth is set to continue, and these posts will contribute to the development of one of our key areas of research and teaching.

Research

The Politics Department at York places research at the centre of its activities. The Department was ranked eighth nationally in the 2014 Research Excellence Framework, and is strongly committed to improving this position. Staff are currently organised into four research clusters in the Department, with overlapping membership: Comparative Politics and Public Policy, Conflict, Security and Development, Political Economy and Political Theory. For further information on our research, including cluster activities and a range of current externally funded research projects please see our web pages:

http://www.york.ac.uk/politics/research/

Both individual and collaborative research in the Department is generously supported. In addition to an individual research allowance, staff enjoy a research leave scheme with eligibility for two terms’ leave after nine terms’ service. There are also department and University funds to support a range of collaborative and individual research activities. There is a strong departmental commitment to supporting innovative and high quality research, and research support in the Department includes an extensive research mentoring and peer review scheme, as well as the Departmental seminar programme, workshop programmes supported by the Department’s research clusters, lectures and conferences, and a range of other activities. Much of the Department’s research is externally funded, with awards from a wide range of sources including the ESRC, the British Academy, British Council, DFID, the Nuffield Foundation, the EU, the Leverhulme Trust, United States Institute of Peace, UNDP, and the World Bank.

Staff also play an active role in a range of interdisciplinary centres and units across the University, including the Centre for Applied Human Rights, the Morrell Centre for Toleration, the Centre for Urban Research, the Post-War Reconstruction and Development Unit, the Centre for Women’s Studies, the
Centre for Ecology, Law and Politics, the Centre for Renaissance and Early Modern Studies, the Centre for Modern Studies, and the York Environmental Sustainability Institute. Staff also collaborate with colleagues at the Universities of Leeds and Sheffield through the White Rose consortium.

Teaching and Learning

Although we are a research-intensive Department we take our teaching very seriously. Our aim is to maintain a collegiate atmosphere where academic practice encompasses equitably distributed research, teaching and administrative duties throughout the staff group.

We currently offer three undergraduate BA (Hons) degrees within the Department:

- Politics
- Politics with International Relations
- International Relations

From 2017 students registered on any of the above programmes can also opt to add an additional year between year two and three to study abroad or to take a professional work placement.

In addition we offer two joint degrees:

- Politics and English
- Politics and History

We also participate in two interdisciplinary undergraduate degree programmes:

Philosophy, Economics and Politics
Social and Political Sciences

The Department has a large graduate school, with currently 120 MA students and 35 PhD students. There are ten postgraduate taught programmes in the Department:

- MA Political Research
- MA Conflict, Governance and Development
- MA in Contemporary History and International Politics
- MA International Political Economy
- MA International Relations
- MA Political Theory
- MA Post-War Recovery Studies
- MA Public Administration and Public Policy
- Master of Public Administration
- Master of Public Administration and International Development

In addition, the Department participates in an interdisciplinary programme, MA in Philosophy, Politics and Economics.

We host a vibrant PhD community, with students from across the discipline. The Politics Department at York is a member of the White Rose Economic and Social Research Council Doctoral Training Centre. With 48 studentships, this is the second largest DTC. The Politics Department participates in pathways in Politics and International Relations, International Development, Security, Conflict and Justice, among others. The Department is also a member of the Arts and Humanities Research Council White Rose College of the Humanities.

For more details about the Department, our research and our teaching, please visit our website: [http://www.york.ac.uk/politics/](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.
THE UNIVERSITY

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 6410
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 25 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 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