Research Support Assistant
Department of Social Policy and Social Work

Closing date: 7 March 2018
Interview date: 19 March 2018
Vacancy reference: 6447
INTRODUCTION

The vacancy has arisen following a review of the research and finance support across the Department of Social Policy & Social Work.

This is a new role that will help the Department position itself strongly for the next Research Excellence Framework (REF) and will carry out a range of administrative processes in order to facilitate the smooth running of a research administrative service within the Department. There will also be a finance element to this role as the post holder will be required to assist the Research Facilitator and Finance Officer in the area of financial transaction processing and research project budget monitoring. Strong IT skills, along with an interest in computing troubleshooting would also be desirable.
Main purpose of the role

To carry out a range of administrative and financial processes in order to facilitate the smooth running of a research administrative service across the Department of Social Policy & Social Work.

Key responsibilities

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

- Apply a good working knowledge of research related administrative systems to answer queries and resolve problems from colleagues and external customers
- Contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness e.g.
  - Processing of all ethics applications
  - Maintain the Departments Research Projects archive policy and records
  - Maintain and report on project data management plans
  - Set up project folders along with appropriate permissions
  - Monitor and report on project budgets
- Analyse, manipulate and interpret information in order to compile detailed summary reports and communications
- Provide effective and efficient administrative support to the Research Facilitator, including arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events to cover; Departmental Ethics; Departmental Research Committee, Impact dissemination events; research seminar organisation and coordination
- Produce research related documentation using different media for website and staff information
- Assist in organising all aspects of keynote visits, meetings events, workshops, and conferences e.g Departmental seminar series or Impact events
- Monitor income/expenditure against research project budgets and process expenses and other financial transactions relating to research
- Manage and maintain database(s) containing:
  - Outputs and scores (REF)
  - Research project details e.g milestones, invoicing dates etc
  - Archive records
  - Ethics applications and monitoring
  - Impact activity
  - Funder details
- Maintain and update the content for the departments research webpages using the University’s content management system (CMS)
- Assist in the preparation of documentation and processes, ensure the timely dissemination of information to the appropriate people
- Support the Finance Officer, as required, to process purchase orders, invoices, expense claims, staff journals, petty cash transactions, casual payroll and any other financial support deemed appropriate for the grade
- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder
# PERSON SPECIFICATION

## Qualifications

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<td>A financial qualification or working towards one e.g. AAT</td>
<td>Desirable</td>
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<td>A level qualification</td>
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## Knowledge

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<th>Essential</th>
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<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Knowledge of office accounting processes</td>
<td>Essential</td>
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<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint and on-line media</td>
<td>Essential</td>
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<td>Knowledge of research project administration in a HE environment</td>
<td>Desirable</td>
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<td>Knowledge of the Agresso Financial System, Worktribe and YEP</td>
<td>Desirable</td>
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<td>Knowledge of general computer and standard software issues experienced in an office environment</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<td>Strong IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create &amp; maintain web pages and online media</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing using, predominantly, email</td>
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<td>Numeracy &amp; literacy skills with the ability to monitor expenditure against a financial account/budget and to maintain accurate records</td>
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<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
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<td>Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences</td>
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<td>Ability to work on own as well as working as part of a team</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</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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<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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<td>Experience of budget management</td>
<td>Essential</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<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 and to tight deadlines</td>
<td>Essential</td>
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<td>Willingness to expand knowledge and invest in own personal development</td>
<td>Essential</td>
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<td>Good communicator</td>
<td>Essential</td>
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<td>Deals with change well</td>
<td>Essential</td>
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<td>Interest in computing troubleshooting and support</td>
<td>Desirable</td>
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<tr>
<td>Good customer service skills</td>
<td>Essential</td>
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The Department of Social Policy & Social Work was established in 1966 and has grown over this period to become one of the largest in the world of its type. We currently have 71 (64 FTE) academic staff academic staff and a further 26 (19 FTE) staff in managerial, professional and administrative roles. The Department is broken into three constituent parts: the Research and Teaching Unit (RTU) that is responsible for the delivery of degree programmes in Social Policy, Social Work and Public Management; the Social Policy Research Unit (SPRU); and, the Centre for Housing Policy (CHP).

The Department has been fully supported by the University in its aspirations to maintain and develop its research excellence and global reputation, playing an important role in the University as one of nine departments in the Faculty of Social Science. The social sciences at York have a world class standing, and, as noted by the previous Chief Executive of ESRC, bring together one of the greatest concentrations of social science researchers in the UK, one of a handful of social science groupings which has secured two Queen’s Anniversary Prize Awards, one of which was awarded to the Social Policy Research Unit (SPRU) in recognition of the pioneering and high impact work it has lead since its formation in 1973. There are excellent connections between Social Policy & Social Work and other Social Science departments such as, Education, Economics, Health Sciences, Law, Management, Politics and Sociology as well as with the sciences and Humanities.

We are a collegiate and research-intensive Department that also takes teaching and administration very seriously. We celebrated our 50th anniversary in the last academic year and the University has invested considerably in new appointments at all levels over recent years as we look to build on our reputation and expertise in key areas for the next 50 years. This reflects the shared of ambition of the University and the Department to make the University of York one of the world’s leading centres for social policy teaching and research.

Research

The Department has a strong research profile. In the 2014 Research Excellence Framework (REF) we were placed 3rd overall for Social Work and Social Policy and equal first for research impact, with 54% of our research activity rated as world leading. We were ranked 24th in the world for Social Policy in the 2017 QS World University Rankings. Research income generated by the Department is in excess of £2 million per annum.

Alongside the two major Research Centres (SPRU and CHP), staff working in all parts of the Department are actively engaged in research and scholarship and we have more recently established a number of thematic research centres which operate across the Department including the Centre for Research in Comparative and Global Social Policy (CRCG), the Centre for Childhood, Youth and Family Research, the Child Welfare Research Group, and the International Centre for
The Department

Mental Health Social Research. As this indicates, our work addresses a wide range of themes, including: children and young people; comparative, global and international social policy; families and children; housing; health and social care; social work; social security; welfare, employment and citizenship. In addition, the Department also works closely with the University of York’s Institute for Effective Education (IEE), Centre for Women’s Studies (CWS), Centre for Urban Studies (CURB) and York Environmental Sustainability Institute (YESI).

Degree Programmes

Although we are a research intensive Department we take our teaching very seriously. We are currently responsible for over 800 students, of whom around half are postgraduates. We currently offer six undergraduate degrees within the Department:

- BA (Hons) Applied Social Science
- BA (Hons) Social Policy, Children & Young People
- BA (Hons) Social Policy, Crime & Criminal Justice
- BA (Hons) Social Policy
- BA (Hons) Social Work
- MSocW (Hons) Social Work

In addition, we contribute to two jointly taught programmes:

- BA (Hons) Criminology (with the Department of Sociology)
- BA (Hons) Social and Political Sciences (with the departments of Politics and Sociology)

We currently offer fourteen taught postgraduate degrees:

- MA Comparative and International Social Policy
- MA Comparative and International Social Work
- MPA Comparative Applied Social and Public Policy, Evaluation and Research

- MA Global Crime and Justice
- MA Global Social Policy
- MA Public Policy and Management
- MPA Master of Public Administration
- MPA Master of Public Administration - International Development
- MA Social Policy
- MA Social and Public Policy

In addition, we contribute to the following jointly taught programmes:

- MA in Social Research (delivered through the Research Centre for Social Sciences)

Research degrees:

- MPhil and PhD in Social Policy & Social Work

The delivery of our programmes is underpinned by a number of key partnerships, including the Yorkshire Urban and Rural Teaching Partnership and the White Rose Social Sciences Doctoral Training Partnership.
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 6447
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 7 March 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 Nicola.moody@york.ac.uk

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

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