Research Facilitator
Department of Economics and Related Studies

Closing date: 1 August 2018
Interview date: 31 August 2018
Vacancy reference: 6861
Applications are invited for an administrative support post of Research Facilitator in the Department of Economics and Related Studies. 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 Committee (DRC), the University's Research and Enterprise Office (REO), and the departmental Finance Officer 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 the Departmental 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 using the University costing system (currently Worktribe), providing guidance on University policies and procedures such as travel expenses and allowances in relation to their research activities.
- 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/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-investigator(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 proactive 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 proactive 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 sub-contractors/collaborators.
- Provide help and advice to academics on funders' output and impact reporting requirements.
- Working closely with the departmental Finance Officer, to manage research grants using the Agresso finance system to plan/cost research project resources, set up...
new grants, ensure contracts are in place, monitor/reconcile project spend, and prepare relevant financial reports/budgetary information as required.

**General:**

- Working with the Head of Department and Chair of the Departmental Research Committee to prepare the Department’s next REF submission (i.e. REF2021) 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.
- Provide proactive administrative support to the DRC; working with the Chair to set agenda’s, organise meetings, attend, contribute and minute those meetings, follow up on action points etc.
- Supporting the Chair of DRC with the preparation of the Annual Departmental Research Reports (ADRR), ensuring accuracy of data and preparing reports on research publications, research grant activity and research income.
- To provide management information on research grants by developing and maintaining systems and processes for recording research grant activity including comparisons of expressions of interest (in grant calls) by colleagues, success rates and research income across different funding bodies to inform both senior management decision making and the Medium Term Planning (MTP)
- Work with the Management Accountant for Economics prior to MTP to develop the department’s external research income plan to deliver the contribution.
- Attend and contribute to the Research and Related Equipment section of the MTP meetings.
- To be responsible for the administration of the Research and Impact Support Fund (RIS):
  - to provide management information on the allocation of awards
  - manage all areas of the RIS budget (c. £75k)
  - advise the RIS committee on budgetary expenditure and identify potential underspends/overspends
  - work with the department’s Finance Officer to identify and resolve any potential budgetary issues
- Responsible for maintaining and developing the department’s RSO and finance web pages, disseminating information as required
- 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
  - working closely with the departmental Finance Office to assist with the management of the; departmental research budget(s), research grant expenditure, DRC expenditure, Personal Research Allowances, Personal Scholarship Allowances, RIS expenditure
- Contribute to the tracking of research impact.
- Help the department and academics to keep the PURE research database up-to-date.
- 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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<th>Knowledge</th>
<th>Essential/Desirable</th>
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<td>Knowledge and understanding of research in a higher education environment</td>
<td>Essential</td>
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<td>Significant knowledge of the requirements of major / key funders of research activity relevant to the Social Sciences.</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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<th>Skills, abilities and competencies</th>
<th>Essential/Desirable</th>
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<tr>
<td>Good 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 and analytical skills, demonstrating accuracy and attention to detail</td>
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<th>Experience</th>
<th>Essential/Desirable</th>
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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 of collaborating internationally</td>
<td>Desirable</td>
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<td>Being a member of research management teams that includes both academics and administrators</td>
<td>Desirable</td>
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<th>Personal attributes</th>
<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>A proactive attitude to the role</td>
<td>Essential</td>
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<td>Keen to deliver a customer-focussed service</td>
<td>Essential</td>
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THE DEPARTMENT

As one of the largest UK Economics Departments, we have an outstanding international reputation for both research and teaching.

Our Department includes economists, econometricians, statisticians and economic historians and is a prestigious, lively and international community of students, academics and support staff.

In the last Research Excellent Framework (2014), we were ranked eighth in the UK for Research Impact (the benefit of our research to wider society) and ninth according to research power, with almost three-quarters of our research defined as ‘world-leading’ or ‘internationally excellent’.

In 2017 Economics at the University of York has been ranked among the top 100 economics departments in the world and in the top 10 in the UK in the latest round of subject-level assessment by both Tilburg University’s Worldwide Economics Research Ranking and the Shanghai Ranking Consultancy.

We cover six key research areas with critical mass; microeconomics (including experimental economics), macroeconomics/finance, econometrics, applied econometrics, health economics and economic history. Our academic staff contribute to these six key fields and a full list of staff, and their interests, can be found at: [http://www.york.ac.uk/economics/](http://www.york.ac.uk/economics/).

Research activities in finance are coordinated around the Centre for Applied Macro-Finance (CAMF), [https://www.york.ac.uk/economics/camf/](https://www.york.ac.uk/economics/camf/). CAMF organises regular conferences such as the asset pricing workshop, now in its fifth year, inviting leading researchers in finance as well as providing a shop window for finance research at York.

We have over 700 undergraduate, 200 postgraduate and 50 PhD students, and a faculty of 50 academics and 17 support staff. Research and teaching are interlinked and emphasis is placed on excellence in both. Our recent publications appear in top journals such as the AER, Econometrica, the JPE and the Journal of Financial Economics.

Our 2017 National Student Survey scores are some of the highest of the research-intensive universities. Among Russell Group Economics departments, York is ranked top for Assessment & Feedback, top for Academic Support, and second for Overall Satisfaction with an approval rating of 91%.

We have a strong set of undergraduate programmes with key components in finance. These include programmes taught in conjunction with the Department of Mathematics. Students at York are encouraged to engage with the practice of investment
management through the Griff Investment Fund, which is funded by an alumnus and run by 40 enthusiastic undergraduate analysts, http://www.griff-fund.co.uk/.

Our Department has a strong research and postgraduate emphasis. MSc programmes currently recruit around 200 students each year, with more than 10 applications per place.

There are MSc programmes in Economics, Economics & Finance, Economics & Econometrics, Development Economics & Emerging Markets, Finance, Finance & Econometrics, Health Economics, Economics & Public Policy and Project Analysis, Finance & Investment. There are also Distance Learning Programmes in Health Economics and a joint programme in Financial Engineering.

We have around 50 postgraduate students registered for PhD degrees and there is a well-established programme of teaching scholarships to support teaching by academic staff. The Department has received ESRC postgraduate studentships through the White Rose Doctoral Training Centre as well as other postgraduate studentships sponsored by the University and the private sector.

Our Department has several seminar/workshop series and its own discussion paper series. There are generous funds for the support of research managed by the Departmental Research Committee and excellent desk tops for all members of the department. Research activity is organised into six research clusters of academic staff and research students built around our key research areas. The clusters encourage collaboration and communication within the department.

There are a variety of central support facilities (financial and other) to assist research and training initiatives. Further support is provided by our embedded departmental support staff, including a departmental Technical Services Manager. The University provides training and other forms of support, such as Yorkshire virtual learning environment (VLE), for teaching.

The Economics Department is located on the Heslington West campus.

Further information about the department, and the programmes that we offer, is available at: http://www.york.ac.uk/economics/.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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 6861
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 1 August 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 sarah.maynard@york.ac.uk

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

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