Research Office Support Administrator
Department of Computer Science

Closing date: 15 November 2018
Interview date: 5 December 2018
Vacancy reference: 7094
INTRODUCTION

To carry out comprehensive pre and post award grant administration for a range of grants and sponsors on behalf of the department’s academic researchers.

To be responsible for specific administrative duties associated with awarded grants, from EC and other funders.

To be responsible for undertaking some of the department’s research-related financial administrative duties.
Main purpose of the role

To support the Research Support Manager, and be the first point of contact for academic and research staff in the research grant process. To deliver a high quality administrative service to support staff in applying for, and running research grants.

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 the activities and expertise of the Department of Computer Science, relevant research funding sources, and funder regulations
- Help staff to match ideas to suitable sponsor schemes, through awareness of the departments’ research strengths/interests and funding availability
- Assist principal investigators (PIs) and other senior research staff 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/subcontractors; obtaining appropriate authorisations; and ensuring timely submission of applications
- Interpret complex and constantly changing research funder rules and, in conjunction with the university’s Research and Enterprise Office (REO), ensure that project applications are made in line with university policies and procedures as well as sponsor guidelines
- Keep departmental information about research funding up-to-date to assist researchers, including email alerts, intranet pages, guidance, other documentation and training, in liaison with the Research Support Manager
- Further develop and provide training and documentation to assist researchers, including maintaining a bank of best practice examples
- Develop and maintain relevant databases and/or spreadsheets, and produce management or statistical information/reports from those databases/spreadsheets

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; proactively monitor live awards to identify any potential budgetary issues and liaise with relevant stakeholders
- Responsible for co-ordinating the timely completion of staff timesheets for the department’s awarded EC grants: ensuring they are completed correctly and in line with EC financial compliance regulations
- Provide assistance to the academic grant holder, and REO, particularly at the time of EC financial claims and audits, providing key data and answering queries as required
- Contribute to the forecasting of future research grant income for departments
- Assist PIs with the co-ordination of any project contributions from subcontractors/collaborators

General

- Assist the Research Support Manager in the provision of management information on applications pending, success rates and live awards
- Be an active member of the University’s Research Administrators’ Forum (YRAF); 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
- To provide administrative support to committee meetings as required, including taking minutes
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 GCSEs (grades A*-C) including Maths and English or equivalent qualifications or experience.</td>
<td>Essential</td>
</tr>
<tr>
<td>Office IT qualification e.g. ECDL or equivalent experience.</td>
<td>Essential</td>
</tr>
<tr>
<td>A financial or accounting qualification, e.g. City &amp; Guilds, AAT.</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

### Knowledge

- Thorough knowledge of administrative processes and procedures. **Essential**
- Extensive knowledge of Microsoft Office systems and programs. **Essential**
- Knowledge of University finance procedures. **Desirable**
- Knowledge of Higher Education Research. **Desirable**

### Skills, abilities and competencies

- Proficient in the use of Microsoft Excel. **Essential**
- To be able to demonstrate a high standard of computing skills including standard software packages e.g. Microsoft Office, web tools. **Essential**
- Excellent numerical skills with the ability to maintain, monitor, and interpret financial records accurately. **Essential**
- Effective communication and interpersonal skills with people at all levels. **Essential**
- Excellent organisational skills and the ability to prioritise workloads to meet deadlines whilst maintaining high standards of accuracy. **Essential**
- Demonstrate a pragmatic approach to solving problems. **Essential**
- Ability to use initiative and be proactive. **Essential**
- Familiarity with University Systems such as Agresso & Worktribe. **Desirable**
- Ability to service meetings and take accurate minutes. **Desirable**

### Experience

- Experience of implementing administrative processes. **Essential**
- Experience of working with financial information and budgeting. **Essential**
- Experience of managing projects. **Essential**
- Experience of working in Higher Education Research. **Desirable**
- Experience of updating web pages. **Desirable**
- Experience of using Agresso. **Desirable**
- Experience of using Worktribe. **Desirable**

### Personal attributes

- Excellent communication skills with the ability to communicate with people. **Essential**
- The ability to stay calm when faced with tight deadlines and priorities that may change at short notice. **Essential**
- A willing and flexible approach to new tasks and areas of work. **Essential**
- The ability to work as an effective team member or individually. **Essential**
The Department of Computer Science has a very strong international research record. The Research Excellence Framework (REF) 2014 results ranked York's Computer Science 7th overall in the UK, 5th for impact and 6th for environment. 90% of our REF submission was rated as "world leading" or "internationally excellent". This result confirms the longstanding global reach and real-world significance of our research and makes us one of the best departments in the country for nurturing excellent research and achieving economic, social and cultural impact from research. The Department has a vibrant research portfolio, encompassing a number of research groups, themes and interdisciplinary centres. For more information on research in the Department see: https://www.cs.york.ac.uk/research/.

The Department is housed in purpose-built accommodation within the Heslington Campus East. The Department has 55 members of academic and teaching staff and 28 research associates and fellows employed on research grants and contracts. Seven specialist teaching staff deliver modules to industry as part of our highly regarded CPD programme in safety critical systems. We have a vibrant graduate school of approximately 160 research students, and around 550 undergraduate and 220 full-time and part-time taught postgraduate students. The professional support team comprises 24 administrative staff and 12 technical and computing staff.
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](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 7094
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 15 November 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 Bob French, Research Support Manager, at bob.french@york.ac.uk or (01904) 325417

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

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