Research Theme Co-ordinator
Department of Research and Enterprise

Closing date: 26 November 2018
Interview date: 14 December 2018
Vacancy reference: 7155
INTRODUCTION

The University Research Themes were introduced in 2015 as a key part of the new University Strategy and underpinning Research Strategy. Research Themes and associated support have two main aims:

- To aid in the communication of our research strengths both internally and to the outside world
- To drive excellent, interdisciplinary research across the University

The University has appointed seven Research Theme Champions who work in partnership with others to consolidate existing research strengths and develop new opportunities for synergy, collaboration and research growth across the University and externally. The Research Themes are:

- Creativity
- Culture and Communication
- Environmental Sustainability and Resilience
- Health and Wellbeing
- Justice and Equality
- Risk, Evidence and Decision making
- Technologies for the Future

Following an internal review of the Themes in 2018, a new post of Research Theme Coordinator has replaced the Champion’s Coordinator. The new post holder will play a key role in raising awareness of Theme activities across the University and growing engagement with the Themes further over the next two years. As well as providing direct support to the Research Champions, the role holder will work in partnership with colleagues across the University from their base in the Research Development Team (RDT). The RDT is part of the Research and Enterprise Directorate, which is responsible for central management of the University’s activities and strategy in research and knowledge exchange, and for providing comprehensive support to research and impact activities. The post provides an excellent opportunity to work alongside inspirational academics and join a vibrant team at the University of York.
Main purpose of the role

To contribute to the coordination and promotion of the Research Themes, leading on internal liaison across the University to ensure good information flow and internal communications. To ensure the administrative tasks directly related to Research Theme activities are effectively and efficiently managed, and that tracking of Theme activities and their outcomes is consistent and appropriate.

Key responsibilities

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

Internal liaison

- Provide coordination for Theme-related activities and information across the University, aiming to identify areas of potential synergy and to communicate proactively with both academic and support staff about relevant developments.
- To lead on the internal promotion of the Research Themes and associated activities, including maintenance of the internal web pages, production of social media and other tools/channels as deemed appropriate, coordinating closely with other members of the University community.
- Conduct literature/data searches and data gathering exercises to determine capabilities/interests in Theme areas/topics, under the direction of the Research Development Managers and Research Theme Champions.

External engagement

- Assist with management of Theme-related internal, academic networks/groups, maintaining contact lists, preparing communications and occasionally organising related events or visits.

Administrative tasks

- To lead in the development and management of processes to ensure the accurate capture of data for tracking/monitoring of Theme activities; collation and interpretation of said information in order to compile detailed reports and communications
- Administer internal priming fund competitions under guidance. Process and monitor expenditure against allocated Research Theme budgets; liaise with grant holder and departmental finance staff to monitor progress of project and collate progress reports; produce regular budget expenditure reports and ensure compliance with the University’s financial regulations.
- Act as secretary at a variety of meetings, including those between the PVC-R and the Research Champions and RDT, ensuring accuracy and quick turn-around of minutes.
- With regard to Theme-related activities, occasionally managing diaries, filtering enquiries, drafting and preparing documentation and organising travel arrangements.

In addition, the role holder would be expected to develop an excellent network of contacts and sound working knowledge of the University’s systems to help support inter-departmental and inter-faculty activities and to undertake specific short-term additional projects as required by the Theme Champions or Research Development Team.
### PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A levels or NVQ level 3 or BTEC or apprenticeship (as appropriate), or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Degree and professional qualification, or equivalent experience</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of all MS office applications particularly Word, Excel, PowerPoint</td>
<td>Essential</td>
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<td>Clear understanding of what constitutes good customer service</td>
<td>Essential</td>
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<td>Knowledge of Google docs and tools</td>
<td>Desirable</td>
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<td>Knowledge of research and/or knowledge exchange processes within higher education or related sector</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to effectively organise and prioritise own work and follow procedures, in order to produce accurate work to a high standard, to required deadlines</td>
<td>Essential</td>
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<td>Ability to communicate effectively orally and in writing with a wide range of people, adapting style to suit the audience and medium</td>
<td>Essential</td>
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<td>Competent in planning and organising meetings and events, workshops or conferences</td>
<td>Essential</td>
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<tr>
<td>Competent in the sourcing and manipulation of data (qualitative and quantitative) from a wide variety of sources</td>
<td>Essential</td>
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<td>Ability to maintain websites and use social media e.g. Twitter, LinkedIn, Facebook etc, initiating and writing content where appropriate</td>
<td>Desirable</td>
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<td>Numeracy skills with the ability to monitor expenditure against a financial account/budget</td>
<td>Desirable</td>
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# PERSON SPECIFICATION

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<tr>
<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 playing an active part in a team, helping colleagues as required, to ensure tasks are completed on time and to required standards</td>
<td>Essential</td>
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<td>Experience of sourcing, analysing and presenting data, and combining information from multiple sources into reports</td>
<td>Essential</td>
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<tr>
<td>Experience of servicing meetings/committees/groups, including setting agendas, preparing papers and taking/writing accurate minutes</td>
<td>Essential</td>
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<td>Experience of designing and implementing business processes</td>
<td>Desirable</td>
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<td>Experience of working in a higher education environment</td>
<td>Desirable</td>
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<tr>
<td>Experience of working for someone in a senior role and/or acting as a contact point for high-profile individuals</td>
<td>Desirable</td>
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## Personal attributes

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<th>Ability to work quickly and proactively using own initiative, but able to seek input and guidance when required</th>
<th>Essential</th>
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<td>Able to work accurately and with good attention to detail</td>
<td>Essential</td>
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<td>Comfortable taking on a variety of roles and tasks of differing levels of complexity, often concurrently</td>
<td>Essential</td>
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<td>Excellent interpersonal skills; a conscientious, friendly and helpful manner</td>
<td>Essential</td>
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<td>Adapts well to change and seeks to make regular service improvements</td>
<td>Essential</td>
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THE DEPARTMENT

The Research and Enterprise Department is the University department responsible for central management of the University's activities and strategy in research and knowledge exchange, and for providing comprehensive support to academic departments in their research and impact activities. Its primary purpose is to mobilise the University's research and knowledge base in pursuit of excellence and financial sustainability, and to ensure that its research skills, knowledge and know-how benefit external users. In an environment of high competition for research funding and rapid change in funder expectations of Higher Education institutions, the Directorate leads operational change management in order to ensure that York remains competitive and successful in research and knowledge transfer.

Research and Enterprise objectives:

- To provide an environment for research that maximises research excellence and its social and economic impact, and promotes staff recruitment and retention.
- To help academic departments increase the volume of their research and knowledge exchange income.
- To manage efficiently the administration of grants and contracts.
- To manage and assist the governance of University level procedures around research and enterprise.
- To manage the reporting and control framework to support all the University's research grant activities.
- To develop income-generating relationships between the University and external partners including businesses.
- To increase the volume and quality of the University's Continuing Professional Development offering.
- To support the University's role in regional economic development.
- To foster a culture of societal impact and enterprise amongst staff.

Services provided:

- Pre-award support for application development and submission.
- Research related contract/agreement review, drafting and negotiation.
- Financial administration of the University research grant and contract portfolio, including responsibility for claims.
THE DEPARTMENT

- Development and support for University-wide policies and systems for managing and reporting on research and knowledge exchange activities.
- Training and guidance for academic and support staff and students involved with research.
- Promoting and marketing the University’s research base and its technical facilities to external organisations.
- Developing financially beneficial research links with public and private sector bodies.
- Working with external partners to create sustainable enterprises through knowledge transfer, innovation and collaboration.
- Protection and exploitation of the University’s intellectual property.
- Acting as the University’s key point of contact with regional and national agencies involved in economic development.
- Supporting the development and administration of Continuing Professional Development programmes for business, public and third sector employees.

The Research Development team works with the Pro-Vice Chancellor for Research, the Research Champions and the Associate Deans for Research to develop approaches to nurturing research capacity and winning external research funding, consistent with the University Research Strategy.
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 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](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 7155
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 26 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 Dr David Diston at david.diston@york.ac.uk or 01904 328120
If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835