Research Facilitator

Education

Closing date: 21 February 2019
Interview date: to be confirmed
Vacancy reference: 7334
Applications are invited for an administrative post of Research Facilitator in the Department of Education. The role of Research Facilitator is a newly created role within the Department of Education. It is expected that the successful candidate will work collaboratively with the existing Research Support Officer to support and co-ordinate all research-related activity in the Department through maximising research grant income, ensuring that research obtains maximum possible visibility and impact, and supporting ongoing research and impact activities. The post holder will take a proactive role and work in partnership with academic staff, the Departmental Research Committee (DRC), and the University’s Research and Enterprise offices (such as Grants and Contracts). They will liaise routinely with external funders, non-academic beneficiaries, and collaborators in other disciplines and universities. The post holder will support the Department to implement its research strategy and to support preparations for the Research Excellence Framework (REF) submission.

This is a part-time role in the Department of Education available to start immediately. The Research Facilitator will be a key member of the Professional Services Team in the department and will provide support for research activity in close collaboration with the Department’s Research Support Officer.
Main purpose of the role
To deliver a high quality administrative service to all research-related activities in the department; be one of the first points of contact for academic and research staff for some areas of research support activity; provide support in applying for, administering and running research grants; manage a personal portfolio of research grants, dealing with a wide and varied range of grants and associated contracts; support research engagement and impact and ensuring that the department’s research is disseminated to a wide audience; contributing to the documentation of research impact; work with the Chair of Research Committee and the Research Support Officer to implement the Department’s research strategy.

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)
The role holder will have key responsibilities that will include some of the following, working in collaboration with the Department’s Research Support Officer:

Pre-Award Support
• Be proactive in developing and maintaining a good working knowledge of key research funding sources and funder regulations including:
  * understanding what is successful, why and how this may change in future
  * communicating key messages to staff
  * developing a clear funding pipeline indicating future grant possibilities
  * proactively assist staff in matching ideas to suitable sponsor schemes
• be proactive in analysing and acting on funders'/reviewers feedback, ensuring that relevant advice is disseminated to future applicants and to inform departmental practice
• As a specialist on the individual rules and regulations of relevant funding bodies, provide advice and guidance to academic researchers to ensure effective co-ordination of the procedures for submitting research proposals, including calculating costings relevant to the funding stream (e.g. Full Economic Costings)
• Working alongside the Research Support Officer, assist principal investigators (PIs) and co-applicants (Co-Is) with the preparation of research grant applications, advising on application procedures and eligibility criteria; complete project costings; co-ordinate input from collaborators/sub-contractors; obtain appropriate authorisations; ensure the timely submission of applications
• Work closely with the PIs and Co-Is to develop the structure and content of the bid by providing expert advice and feedback on draft cases for support and pathways of impact, drafting sections where appropriate (such as justification of resources, ethics, data protection); interpreting funders guidance, checking and explaining criteria to the applicant; identifying and co-ordinating input from research collaborators/sub-contractors/beneficiaries
• 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
• Provide post award support to PIs and Co-Is:
  * highlight key contractual obligations of grants and contracts awarded and take proactive concrete steps to help them meet them
  * provide assistance with reports to funders
  * assist with the co-ordination of any project contributions from subcontractors/collaborators
JOB DESCRIPTION

- Provide advice and hands-on help to academics on funders’ output and impact reporting requirements

- Working alongside the Research Support Officer, ensure the proper financial monitoring and management of live awards, maintaining up to date records; ensure that up to date financial summaries that are easily accessible to PIs/Co-Is; ensure that potential budgetary issues are highlighted in a timely fashion, and liaise with PIs/Co-Is and the Research & Enterprise office to resolve these

- Liaise with Research Grants and Contracts office on any grant transfers to/from other universities

General

- Working with the Chair of Research Committee and the Department Research Support Officer 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 offices

- Maintain appropriate records for tracking research grant submissions; provide statistical and management information, for example, on applications pending, success rates, live awards, outputs, and external benchmarking performance for the Research Committee, Department Management Team and to support the Research Excellence Framework return

- Contribute to forecasting of future research grant income for the department

- Assist the Departmental Research Committee (DRC) chair to engender a strong research culture:
  - Identify potential issues and help to implement solutions
  - Contribute to activities designed to promote inter-disciplinary research – for example, helping to arrange and support events for inter-disciplinary centres
  - Manage and ensure the most effective use of the departmental research budget in liaison with the Chair of Research Committee

- Track and advise on research impact activities

- Help the department and academics to keep the PURE research database up-to-date and to assist in the maintenance of the departmental research webpages

- Be familiar with the department’s ethics approval process

- 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 other research-related activities as appropriate, in collaboration with the Research Support Officer, such as Ethics Committee business, the Education Research Forum’s meetings, Research Away Days, and Research Centre activities.
# 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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<tr>
<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 funders of research activity relevant to research in the department</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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<td>Knowledge of the wider research support systems in universities</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<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 excellent attention to detail</td>
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<th>Experience</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>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Keen to keep up-to-date with funders’ rules and policies</td>
<td>Essential</td>
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<td>A proactive attitude to the role, demonstrating initiative</td>
<td>Essential</td>
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<td>A strong will to deliver a service that will help academics</td>
<td>Essential</td>
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<td>Enthusiasm to develop as a professional research administrator</td>
<td>Essential</td>
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<td>Desire to be efficient and also to help others to be efficient</td>
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THE DEPARTMENT

The Department of Education is one of the six founding departments of the University of York and, like the University, celebrated its 50th anniversary in 2013.

We are an international and diverse department with collegiality, inclusion and equality at the heart of our core values. The department provides a supportive environment for staff and students. With a core staff of 51 academic staff plus numerous research fellows and visiting tutors, the Department has an extensive research portfolio and teaching programme. The Department has 14 members of core support staff including a Research Support Officer.

The Department is one of the leading Education departments for research in the UK, with research funding from multiple UK and international sources. In the 2014 Research Excellence Framework, the Department was ranked in the top ten of Education departments in the country for the proportion of 4* world leading research and was also in the top ten for the impact of its research.

We are widely recognized in the UK and beyond as a leading department in the field of education and have one of the largest graduate schools of education in the UK. The Department also routinely achieves a high level of external recognition for its teaching and is ranked in the top ten Education departments in the country in the Complete University Guide 2016 and 2017.

In 2014 the Department became the first Education department in the UK to have achieved Bronze level in the Athena Swan gender equality charter mark, designed to address gender imbalance and underrepresentation in the arts, humanities and social sciences in higher education. This has been followed by the award of an Athena Swan Bronze award in 2018.

Further information about the Department can be found at: http://www.york.ac.uk/education/

Research in the Department

Incorporating a wide variety of disciplinary and methodological approaches, the vision for research in the Department is to build a fundamental and applied understanding about education and to make an impact on educational policy and practice. The Department strives to build on its position as a national and international leader in educational research. The Department provides a generous range of support to researchers, including Departmental research funding, research leave, and a workload allocation model that provides dedicated research time, including additional support for funded research.

The Department’s research is focused around a number of research centres:

- Centre for Research on Education and Social Justice (CRESJ)
- Centre for Research in Language Learning and Use (CReLLU)
- Psychology in Education (PERC)
- University of York Science Education Group (UYSEG)

Further detail of the work of each of the Department’s research centres may be found at http://www.york.ac.uk/
Teaching and learning

The Department is committed to providing a research-led, high quality experience to our students. We currently register over 700 students per annum across our undergraduate, postgraduate and doctoral programmes.

We offer four undergraduate programmes:
- BA Education
- BA English in Education
- BSc Psychology in Education
- BA Sociology and Education (offered jointly with the Department of Sociology).

The Department offers a Postgraduate Certificate in Education (PGCE) initial teacher training programme, as well as the taught masters programmes listed below, and PhD programmes in Education, Applied Linguistics and TESOL.

- MA Applied Linguistics for English Language Teaching
- MA Applied Linguistics for Language Teaching
- MA Education
- MA Global and International Citizenship
- MA Social Justice and Education
- MA Teaching English to Speakers of Other Languages (TESOL)
- MSc Psychology in Education

Within its undergraduate and postgraduate teaching programmes, the Department interprets the study of education widely, to include not only matters to do with schools, teaching and children, but also educational policy, the organization of education, access to education and aspects of personal development and well-being within educational settings. The BSc and MSc programmes in Psychology in Education focus on the application of psychology to education and are both BPS accredited.

Further detail of the Department’s teaching programmes can be found at http://www.york.ac.uk/education/

Doctoral Programme

Education has a large and vibrant research postgraduate community who are provided with excellent facilities and are aligned with one of our four research centres for the duration of their studies. Research students who join the Education Department can study on our PhD programmes in Education, Applied Linguistics or TESOL. The Department also offers a MA in Education programme by research.

The Department is part of the White Rose ESRC Doctoral Training Partnership, collaboration between the Universities of Leeds, Sheffield and York. The Research Centre for the Social Sciences (RCeSS) at York is also a focal point for postgraduate activity.
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.
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 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 7334
- Complete the online application form

You will need to submit your completed application by midnight (GMT) on 21 February 2019

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.henson@york.ac.uk (Departmental Manager) or robert.klassen@york.ac.uk (Director of Research)

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

recruitment@york.ac.uk

+44 (0)1904 324835