Research Excellence Training Team Administrator
Research and Enterprise

Closing date: 13 March 2019
Interview date: 3 April 2019
Vacancy reference: 7390
INTRODUCTION

The Research Excellence Training (RET) Team is one of eight teams within the Research & Enterprise Directorate. The remit of this team is to develop and deliver training and coordinate expertise and knowledge to support the talent development of researchers across the institution. The scope of the work is varied as the team provide training for 2000 postgraduate research students, 600 postdoctoral research staff and academic and administrative staff as part of the implementation of the Research Strategy and the Knowledge Exchange Strategy. The RET Team also provide significant support to the York Graduate Research School coordinating induction events, facilitating a European Doctoral Professional Skills School and work closely with other service providers such as Careers, IT and the Library to provide support and guidance. The RET team also run a number of high profile public engagement events. This role has arisen due to the existing RET team administrator pursuing a career in teaching.
Main purpose of the role

The primary purpose of the role is to ensure high standards of customer service are maintained, through providing a comprehensive administrative, guidance and support service across the Research Excellence Training team’s range of activities.

The role entails duties ranging from dealing with the day-to-day administration of RETT programmes, events and committees to developing and maintaining relevant websites, online resources and databases whilst dealing with a wide range of general enquiries from managers, staff and students.

The primary focus of the role is to support the team in delivering professional development training for researchers. The administrator reports into the Head of the RET Team.

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

- Liaise with internal and external training providers and participants to ensure that the training programmes for researchers are advertised, delivered and evaluated in a timely and professional manner
- Ensure the effective and efficient day to day running of the RET Team Office arranging internal and external meetings, make travel arrangements and oversee diary management for team members as appropriate
- Use Learning Management Systems (LMS, SkillsForge, Yellowfin) to update training information, generate course lists, record and monitor attendance and produce reports for committees
- Carry out research and benchmarking of delivery against other universities and analyse and interpret information in order to compile summary reports and communications
- Provide effective and efficient administrative support to senior colleagues, including the co-ordination of diaries, arranging and servicing of meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events
- Produce training related documentation using different media, e.g. online newsletters, web page information, promotional literature, induction and welcome packs, training resources and handouts, conference presentations.
- Assist in organising all aspects of, meetings, events, workshops, and conferences
- Monitor income/expenditure against a service-related budget; manage and maintain a relational database(s)
- Maintain and develop the content of the RETT webpages ensuring alignment to the overall Research and Enterprise website structure.
- Process invoices and orders, making effective use of departmental/university financial administrative process as required
- Provide administrative support to departmental committees, meetings, fora etc. including: drafting and distribution of agendas and supportive papers; selection of dates, times and venues; booking venues and arranging catering; taking minutes, transcribing and circulating minutes for agreement.
- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder

Condition of appointment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.
# PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / 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 levels or higher qualifications</td>
<td>Desirable</td>
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## Knowledge

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<th>Demonstrable knowledge of administrative procedures and processes of a busy office.</th>
<th>Essential</th>
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<td>Demonstrable knowledge of the full range of MS office applications, including Word, Excel, Access, PowerPoint and online media</td>
<td>Essential</td>
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<td>Knowledge of Learning Management Systems</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<td>Excellent written and verbal communication skills, with the ability to communicate effectively with a wide range of colleagues and customers</td>
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<td>Ability to work with competing priorities and deadlines and problem solve</td>
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<td>Excellent IT skills, including use of complex databases and Microsoft Office</td>
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<td>Competent at drafting and producing a range of information, documentation and literature. Ability to produce good written notes, documentation and reports from a range of sources.</td>
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<td>Ability to work as part of a team and also able to work independently on own individual projects.</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 monitor income and expenditure against a budget, and maintain accurate records</td>
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<td>Able to deal with confidential matters and act with discretion (particularly in relation to student well-being and mental health/personal issues)</td>
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<td>Ability to update and create webpage content and social media</td>
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<td>Ability to prepare agendas, take detailed notes and transcribe minutes</td>
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## Experience

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<th>Essential / Desirable</th>
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<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
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<td>Experience of providing an excellent standard of customer service</td>
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<tr>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
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<td>Experience of student record systems</td>
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## Personal attributes

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<td>Professional, diplomatic and confident in dealing with a wide range of people and situations</td>
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<td>Organised and flexible, with the ability to prioritise</td>
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<td>Highly organised with proven time management skills</td>
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<td>High standard of customer service</td>
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<td>Highly motivated, with a ‘can do’ attitude.</td>
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THE DEPARTMENT

The Research and Enterprise Directorate 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.

The Directorate works closely with the Pro-Vice Chancellor for Research, the Pro-Vice Chancellor for Partnerships and Knowledge Exchange, the University Research Champions and the Associate Deans for Research.

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,
THE DEPARTMENT

drafting and negotiation

- Financial administration of the University research grant and contract portfolio, including responsibility for claims
- 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 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 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](https://jobs.york.ac.uk)
- Find this job using reference 7930
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 13 March 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 Karen Clegg on 01904 325712 or karen.clegg@york.ac.uk

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

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