Research Manager
Stockholm Environment Institute York Centre (SEI York),
Department of Environment and Geography

Closing date: 27 March 2019
Interview date: To be confirmed
Vacancy reference: 7401
INTRODUCTION

The Stockholm Environment Institute’s York Centre (SEI York), which is also part of the Department of Environment and Geography at the University of York, is recruiting a Research Manager to support the work of the Institute. This role will encompass four areas: managing proposal submissions within SEI York, providing project management support to some of SEI York’s larger projects, supporting the SEI York Management Team in implementation of SEI York’s financial strategy and acting in a knowledge exchange capacity between the University of York and all centres of the Stockholm Environment Institute (including the York Centre). The successful candidate will be educated to degree level (or have equivalent experience), preferably in a field related to environmental science.

Applications interested in adopting the role on a Job Share basis are also encouraged to apply.
**Main purpose of the role**

It is anticipated that at least 0.6 FTE of the role will be as the first point of contact for SEI York research staff in the research grant submission process. The delivery of this service will involve the following:

To work closely with the Research Facilitator and Faculty Research Manager of the Department of Environment and Geography, this service would support SEI York researchers in following both SEI and University of York standards and procedures in relation to proposal submissions and award of non-research contracts. The service would also use a variety of systems and databases to allow monitoring of the number and value of submissions against research targets.

To provide support in administering a select number of particularly large research grants held within SEI York; this would involve both financial management (e.g. support with project audits) and support with project management (e.g. to support Principle Investigators (PIs) in meeting deliverable targets and payment schedules).

To be an active member of the SEI York Management Team supporting the implementation of the financial and research strategies of the Centre related to grant submission.

It is anticipated that up to 0.4 FTE of the role will facilitate active engagement and knowledge exchange in the key research collaborations that have been identified between the University of York and to the wider SEI. This engagement would be targeted to support delivery of both SEI’s and the University of York’s research strategies. The overall purpose of this part of the role would be to promote an increase in joint University of York-SEI research income and impact activities.

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**Key responsibilities**

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

**Pre-Award Support:**

Working with the Department of Environment and Geography’s Research Facilitator, and the Faculty Research Manager as required, the post holder would

- Develop and maintain a good working knowledge of relevant research funding sources and funder regulations.
- As a specialist on the individual rules and regulations of each funding body/sponsor, provide advice & guidance to SEI York researchers to ensure effective coordination of the procedures for submitting research proposals, including carrying out accurate Full Economic Costings.
- Use SEI York’s funding opportunity alert services and, through awareness of the Departments’ research strengths/interests, assist staff in matching ideas to suitable sponsor schemes.
- Assist PIs with the preparation of research grant applications, providing advice on application procedures and eligibility criteria; complete project costings; co-ordinate input from collaborators/sub-contractors, obtaining appropriate authorisations; ensure the timely submission of applications. Ensure all applications follow both SEI and University of York procedures.
- Support SEI York staff with non-research funding, ensuring all funds coming into the SEI York centre follow both SEI and University of York procedures.
- Work together with the Centre Director/Deputy Director of SEI York and SEI York’s Accountant to ensure the portfolio of SEI York projects will achieve the necessary associated contribution for financial viability of the Centre.

**Post Award Support:**

Working with Department of Environment and Geography’s Research Facilitator, and the Faculty Research Manager as required, the post holder would
JOB DESCRIPTION

- Ensure that key contractual obligations of the individual grants and contracts awarded have been highlighted to the relevant PIs.
- Provide project management support for particular large projects held within SEI York; this support might include managing the research grant using the Agresso finance system to plan/cost research project resources, ensure contracts are in place, monitor/reconcile project spend, and prepare relevant financial reports/budgetary information as required.
- Assist PIs with gathering financial data for their project audits and helping to anticipate problems in relation to project budgets.
- Ensure all projects and staff time on projects are correctly set up in the SEI York 'STATs' timesheet and timeplan system and removed when the project is completed.
- Provide help and advice to SEI York researchers on funders’ output and impact reporting requirements.

Support to the SEI York Management Team:

- Assist with reviewing, developing and implementing effective procedures and systems put in place by the Research Support Office (RSO) within SEI York.
- Create, maintain and train in the use of (the latter as appropriate) databases for tracking research submissions, providing statistical and relevant financial information to support SEI York's planning of resources (i.e. the SEI York 'proposal' database; SEIs PMEC tool and the SEI York 'live project' database).
- Ensure Stockholm projects (both research and non-research) are added to the University of York systems which involves establishing Worktribe budgets and liaising with SEI, RGC and University of York Finance.
- Monitor the budgetary status of SEIs co-funding of SEI York projects.
- Be an active member of YRAF, and the Faculty Research Facilitator's network, and thus contribute to SEI York's understanding of UoYork research and processes systems and contribute to the on-going development of University of York research processes and systems.
- Provide support to the Centre Director in developing the Centre Work Plan and the Centre Annual Report.

- Help SEI York’s Research Committee 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.
- Contribute to the tracking of research impact within SEI York.
- Contribute to forecasting of future research grant income of SEI York.
## 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>Some knowledge of key funders for sustainable development research</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 of sustainable development and/or policy disciplines</td>
<td>Essential</td>
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<td>Knowledge of requirements of good project co-ordination and administration</td>
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<td>(including financial administration)</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</td>
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<td>relationships with all staff</td>
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<td>High level of proficiency in the use of standard office software; able to</td>
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<td>develop skills associated with specific systems for costing and grant</td>
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<td>reporting</td>
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<td>Able to work independently and use initiative to manage competing</td>
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<td>demands and achieve deadlines</td>
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<td>Good numerical and analytical skills, demonstrating accuracy and attention</td>
<td>Essential</td>
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<td>to detail</td>
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<td>Competency in data handling and archiving, and in the creation of summary/</td>
<td>Essential</td>
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<td>graphical outputs based on data from tools or models</td>
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<td>Competency in the management and creation of databases e.g. within MS Excel</td>
<td>Essential</td>
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<td>Knowledge of how to successfully achieve effective project management</td>
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## PERSON SPECIFICATION

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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>
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<td>Experience in developing or co-ordinating research applications</td>
<td>Desirable</td>
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<td>Experience of and affinity for working with researchers</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<td>Keen to keep up-to-date with new funding 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-focused service</td>
<td>Essential</td>
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<td>Willingness to travel</td>
<td>Desirable</td>
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THE DEPARTMENT

The Stockholm Environment Institute (SEI) is an independent, international research institute, which has specialised in environment and development research for over 25 years. The organisation was recently assessed as being one of the top five environmental policy think tanks in the world. It regularly advises governments and UN agencies at the highest levels. SEI’s overall mission is to support decision-making and induce change towards sustainable development, by providing integrative knowledge that bridges science and policy. It has a strong action-oriented research profile, interacting closely with decision makers in the different projects it undertakes. The Institute has seven research centres across the world in Europe, the US, Asia, Latin America and Africa, employing over 200 people, with the third largest Centre being that in York.

SEI York undertakes research on topics of global importance within multi-disciplinary teams. It has a strong atmospheric research profile in areas such as deposition and impacts of air pollutants, assessing the options and benefits for reducing short-lived climate pollutants and climate change mitigation, including managing carbon along supply chains and at urban scales. It also undertakes extensive research into improving agricultural resilience in parts of Africa and Asia and has strong linkages to the SEI centres in these regions. It has also established an international reputation in areas of work including sustainable consumption and production, resource use and scarcity. All SEI research has a research communication and policy focus.

SEI York is embedded within the Department of Environment and Geography at the University of York, one of the UK’s top research Universities. The Department of Environment and Geography was established in 1992 with a guiding principle that issues of sustainable development demand interdisciplinary research across the interface between natural, physical and social sciences. The interdisciplinary ethos is unique among University departments in the UK and the Department has established an international reputation for excellence and innovation at the forefront of environmental research. Its research has major impacts on national and international environmental policy, helping to shape the debate in a diversity of policy arenas.

The Department of Environment and Geography and SEI York are committed to supporting equality and diversity for all staff and students. The Department recently (2014) successfully applied for a bronze Athena SWAN award for promoting women in science. The Athena SWAN Charter recognises and celebrates good employment practice for women working in science, engineering and technology (SET) in higher education and research.
THE DEPARTMENT

The Department operates a set of family-friendly policies. Staff working patterns are flexible and a formal flexible working scheme is also in operation. The Department has a maternity and paternity leave policy to help provide support for staff and the University has a nursery and a Child Care voucher scheme.

The Department provides support for all categories of staff in their applications for promotion, role reviews, awards and prizes and rewarding excellence nominations. The Department strives to address gender inequalities and ensure that there is a culture that supports equality and encourages better representation throughout the department. Support for women at all stages of their career is recognised as being extremely important.

Further information about the department is available at:
http://www.york.ac.uk/sei/
The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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
- Find this job using reference 7401
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 27 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 Professor Lisa Emberson, l.emberson@york.ac.uk

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

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