Research Theme Administrator
Research and Enterprise

Closing date: 14 April 2019
Interview date: 3 May 2019
Vacancy reference: 7449
INTRODUCTION

The University of York Research Strategy was launched in early 2015. A key element of the implementation of that Strategy is the promotion of seven Research Themes, identified as current areas of major research strength and excellence that span Departmental and Faculty boundaries. The 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.

The University has appointed seven Research Theme Champions to drive each of the research Themes. The Research Theme Champions 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.

A new post of Research Theme Administrator has been created to continue growing engagement with the Themes across the University over the next two years. As well as providing direct support to the Research Theme Co-ordinator, the role holder will work in partnership with colleagues across the University from their base in the Research Development Team (RDT). The post holder will play a key role in providing good internal communications about Theme activities, providing a PA service to the Champions where necessary, and be involved in delivering an exciting programme of Theme events and activities. In addition, the role holder will assist in the sourcing and compilation of data to track themed activities and outcomes.

You will need excellent interpersonal and organisational skills and will be a key player in the continued success of the Research Themes at York.

This post is available on a fixed term basis until 31st December 2020.
**Main purpose of the role**

To carry out a range of administrative processes in order to facilitate the smooth running of activities relating to the University’s Research Themes. To ensure administrative tasks directly related to Research Theme activities are effectively and efficiently conducted, and that tracking of Theme activities and their outcomes is consistent and appropriate.

**Key responsibilities**

**Internal liaison**

- Provide administrative support for Theme-related activities across the University, communicating proactively with both academic and support staff about relevant developments;

- To support 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;

- Assist with management of Theme-related internal, academic networks/groups, maintaining contact lists, preparing communications and occasionally assisting the Theme Coordinator and Research Development Team in organising related events or visits.

**External engagement**

- Assist the Theme Coordinator and Research Development Team when organising and managing Theme-related internal and external meetings, away-days, seminars, workshops and conferences, as well as events and visits by high profile visitors;

- To support the external promotion of the Research Themes, including maintenance of the web pages, production of social/traditional media and other tools/channels as deemed appropriate.

**Administrative tasks**

- Ensuring the accurate capture of data for tracking/monitoring of Theme activities and collation of this information in order to assist the Theme Coordinator to compile detailed reports and communications;

- Under guidance, assist in administration of internal priming fund competitions. 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;

- Ad-hoc diary management to enable Theme-related activities, in order that meetings/delegations can be arranged.

- Responsible for filtering enquiries, drafting and preparing documentation and organising travel arrangements.

Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder.

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**JOB DESCRIPTION**

**At a glance**

**Salary**

£21,414 - £24,771 a year / Grade 4

**Hours of work**

Full time / 37 hours a week

**Contract type**

Fixed-term / until 31 December 2020

**Based at**

Heslington Campus West

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## PERSON SPECIFICATION

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<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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<tr>
<td>A-Level or higher qualifications (or equivalent)</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
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<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</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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<tr>
<td>Knowledge of research and/or knowledge exchange processes within higher education or related sector</td>
<td>Desirable</td>
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<td>Knowledge of Google docs and tools</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
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<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create &amp; maintain web pages and online media</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<td>Numeracy &amp; literacy skills with the ability to maintain accurate records</td>
<td>Essential</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<td>Competent in diary management, with the ability to plan and organise meetings,</td>
<td>Essential</td>
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<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 sourcing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of working with a diverse range of media and document types</td>
<td>Essential</td>
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<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 working in a higher education or similar environment</td>
<td>Desirable</td>
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<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

| Ability to work quickly and proactively using own initiative, but able to seek input and guidance when required | Essential             |
| Able to work accurately and with good attention to detail                                                  | Essential             |
| Comfortable taking on a variety of roles and tasks of differing levels of complexity, often concurrently     | Essential             |
| Excellent interpersonal skills; a conscientious, friendly and helpful manner                                | Essential             |
| Adapts well to change and seeks to make regular service improvements                                       | Essential             |
The Research and Enterprise Directorate is 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 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.
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 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 7449
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 14 April 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 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