Research Facilitator
Department of Physics

Closing date: 7 May 2019
Interview date: TBC
Vacancy reference: 7532
INTRODUCTION

The Department of Physics is seeking a Research Facilitator to deliver a high quality and proactive administrative service which supports our grant application process and all other matters relating to research support. The Department has an ambitious research income growth plan, and is therefore increasing administrative support in this area.
Main purpose of the role

To be the first point of contact for academic and research staff in the research grant process and deliver a high quality and proactive administrative service, identifying and acting on improvements; to provide support in applying for and administering research grants; to manage a personal portfolio of research grants, dealing with a wide and varied range of grants and associated contracts; to provide proactive support for the Chair DRC in all research-related activities.

Key responsibilities

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

Pre-Award Support:

- Be proactive in developing and maintaining a good working knowledge of the activities and expertise of the Department; of relevant research funding sources and funder regulations, including:
  * understanding what is successful, why and how this may change in the 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 each funding body/sponsor, provide advice & guidance to academic researchers to ensure effective co-ordination of the procedures for submitting research proposals, including carrying out accurate Full Economic Costings
- Work closely with principal investigators (PIs) in the preparation of research grant applications, providing advice on application procedures and eligibility criteria; providing feedback on draft cases for support, pathways to impact, and drafting sections where appropriate (eg justification of resources, ethics); complete project costings; co-ordinate input from collaborators/sub-contractors, obtaining appropriate authorisations; ensure the timely submission of applications
- Build strong internal and external links to facilitate interdisciplinary bids and the promote the Department’s research strengths
- In conjunction with Research Grants and Contracts, ensure that project applications are made in line with the University policies and procedures, as well as sponsor guidelines. Liaise with the IP and Legal team on contractual matters. Ensure that staff understand their commitments in the event of an award.
- Be proactive in improving the quality of applications
- Develop and provide training, documentation and intranet pages to assist researchers

Post Award Support:

- Ensure that key contractual obligations of the individual grants and contracts awarded have been highlighted to the relevant PIs
- Assist PIs with reports to funders and the financial management of live awards; provide PIs with relevant simple financial summaries; pro-actively monitor live awards to identify any potential budgetary issues, and liaise with PIs and the Research & Enterprise office to resolve these
- Assist PIs with the co-ordination of any project contributions from subcontractors/ collaborators

General:

- Line manage the Research Support Officer
- Proactively support the Departmental Research Committee (DRC) chair to engender a strong research culture:
  * identify potential issues and help to implement solutions

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>£32,236—£39,609 a year / Grade 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of work</td>
<td>Full time / 37 hours a week</td>
</tr>
<tr>
<td>Contract type</td>
<td>Open</td>
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<tr>
<td>Based at</td>
<td>Heslington Campus West</td>
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Salary

Full time / 37 hours a week

Open

Heslington Campus West
JOB DESCRIPTION

- 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

- Work with the DRC Chair to prepare the Department’s REF submission including monitoring open access compliance of outputs, organising the review of outputs, and supporting the preparation required for submission, including the preparation of impact case studies
- Create and maintain databases for tracking research submissions, providing statistical and relevant financial information to support the department’s planning of resources and Research Excellence Framework return
- Assist with reviewing, developing and implementing effective procedures and systems put in place by the Research and Enterprise Office
- Ensure internal processes are fit for purpose, actively identifying and acting on improvements
- Responsible for maintaining and developing the department’s RSO web pages, disseminating information as required
- Contribute to the tracking of research impact within the department
- Help the department and academics to keep the PURE research database up-to-date
- Be an active member of the Faculty research support team, and University's Research Administrators’ Forum (YRAF); contribute to the on-going development of University research processes and systems
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level (or equivalent professional experience)</td>
<td>Essential</td>
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**Knowledge**

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<thead>
<tr>
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<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>Knowledge of key funders for Physics research</td>
<td>Essential</td>
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<tr>
<td>Knowledge of the areas of engagement, priorities and requirements of key funders</td>
<td>Essential</td>
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<tr>
<td>Knowledge and understanding of REF 2021 requirements, procedures and regulations</td>
<td>Essential</td>
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**Skills, abilities and competencies**

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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Excellent verbal and written communication skills</td>
<td>Essential</td>
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<td>Excellent 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>Excellent numerical and analytical skills, demonstrating accuracy and attention to detail</td>
<td>Essential</td>
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<td>Proactive and creative approach to identifying and solving problems</td>
<td>Essential</td>
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**Experience**

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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>Managing or supervising the work of others</td>
<td>Desirable</td>
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**Personal attributes**

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<tr>
<td>Keen to keep up-to-date with new sponsor rules and policies and to develop as a professional research administrator</td>
<td>Essential</td>
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<tr>
<td>A proactive attitude to the role, demonstrating initiative</td>
<td>Essential</td>
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<tr>
<td>Keen to deliver a customer-focused service</td>
<td>Essential</td>
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<tr>
<td>Well organised and ability to meet and work to deadlines</td>
<td>Essential</td>
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THE DEPARTMENT

The Department of Physics is a department at the forefront of pioneering global research and technological advancement in our world leading research centres, focused around biophysics, condensed matter physics, nuclear physics, and plasma physics and fusion energy at the York Plasma Institute.

The Department has a lively and expanding research programme, and the research interests span a wide range, within both physics and the interactions of physics with other disciplines. We have benefited from substantial investment in these research groups, to help them play a leading role on the national and international stage, collaborating with major research institutions and industries. The research groups have international recognition, and each group regularly publishes papers in major journals and presents papers at international conferences.

The Department has many collaborations with other research groups in the UK and abroad, and contacts with industrial researchers. The Department also leads several inter-departmental ventures, including the Biological Physical Sciences Institute (BPSI), the York Quantum Technologies Centre (YQTC) and the EPSRC Quantum Communications Hub. There has been significant major investment in laboratories and facilities including the York-JEOL Nanocentre and the York Plasma Institute, and we have excellent mechanical, computing and electronic workshop facilities, which support our research and teaching activities.

We have developed a range of undergraduate and postgraduate programmes that provide all our students with the skills to succeed in careers across a broad range of scientific, technological, and related disciplines, and provide opportunities for students to spend a year at one of a number of overseas universities or in industry as an integral part of their degree programme. The Department offers both three year BSc and four year MPhys degree programmes in Physics, Theoretical Physics and Physics with Astrophysics; and joint degree programmes in Maths and Physics and Physics with Philosophy. For postgraduates it offers a taught MSc in Fusion Energy, an MSc by Research and PhD degrees, including leading the EPSRC Centre for Doctoral Training in the Science and Technology of Fusion Energy.

The Department has 58 academic staff members (including teaching-only staff) and amongst our academic staff we have Fellows of the Royal Society and the Institute of Physics, many national and international prize winners, contributing to a dynamic and thriving department. We have over 40 research staff, an increasing number of visiting researchers, and 40 support staff (technical and administrative). The student population comprises around 450 undergraduates and 120 postgraduates (mostly PhD).

The Department of Physics operates a set of family-friendly policies and welcomes applications that are made on a part-time and job share basis, and we will do our best to
THE DEPARTMENT

accommodate such requests where possible. Staff working patterns are flexible and a formal flexitime system is also in operation. We provide support and advice for staff taking maternity, paternity, adoption and parental leave, 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, prizes and rewarding excellence nominations. Staff are encouraged to attend training events and take up opportunities for professional development including those offered by the award-winning University Learning and Development Team: https://www.york.ac.uk/admin/hr/browse/learning-and-development. The Department is committed to establishing a culture of environmental good practice and all staff are asked to go about their duties in a resource efficient way and minimise impacts to the environment wherever possible.

The Department strives to address diversity inequalities to ensure that there is a culture that supports equality and encourages better representation throughout the Department. The Department of Physics fully endorses and adheres to the University's policies on equality of opportunity, and support for staff at all stages of their career is recognised as being extremely important. In recognition of our commitment to equality the Department has been awarded both Athena Swan Silver (the Athena SWAN Charter recognises and celebrates good employment practice for women working in science, engineering and technology (SET) in higher education and research) and Champion status within the Institute of Physics’ Juno programme (the intention of which is to recognise and reward departments that can demonstrate they have taken action to address the under-representation of women in university physics and to encourage better practice for both women and men). We have a well-established Equality Committee in the department which regularly reviews working practices and policies.

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

The Department of Physics values all employees for the qualities and skills they bring to the workplace and aims to be a diverse and egalitarian community in which all can thrive.
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 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 7532
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 7 May 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 ros.roberts@york.ac.uk or timo.gans@york.ac.uk

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

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