Research Facilitator

Department: Education

Hours of work: Part-time, 22.2 hours a week (0.6FTE)

Contract type: Fixed-term contract for 2 years

Salary: Grade 6, £33,309 - £40,927 a year (reduced pro-rata)
Main purpose of the role

Applications are invited for the role of Research Facilitator in 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 for two years to provide cover for a secondment. 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. Internal applicants are welcome to apply as a secondment opportunity.

Informal enquiries may be made to Nicola Henson, Department Manager (Email: nicola.henson@york.ac.uk) or Professor Kathryn Asbury, Director of Research (Email: kathryn.asbury@york.ac.uk)

Key responsibilities

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

1. Role Specific Responsibilities

Pre-Award Support

- Be proactive in developing and maintaining a good working knowledge of key research funding sources and funder regulations and communicating key messages to staff including:
- 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 research bids by providing expert advice and feedback on draft cases for support and pathways to 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
- 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

General

- Helping to evaluate and develop departmental research policies
- Maintain appropriate records for tracking research grant submissions; provide statistical and management information 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 Director of Research to engender a strong research culture and contribute to research strategy
• Track and advise on research impact activities
• To provide support to early career researchers and to the Chair of the Department’s Early Career Forum
• Support the department and academics to keep the PURE research database up-to-date and to assist in the maintenance of the departmental research webpages
• Manage aspects of the department’s social media presence

2. University of York Responsibilities for Grade 6

Service and Operational Delivery
• Oversee a responsive and proactive support service to ensure service expectations are met.
• Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
• Contribute to operational leadership teams and decision making to shape the nature and level of support services.
• Implement changes to the design and development of a service.
• Accountable for delivery of a service within a defined area or defined responsibilities.
• Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
• Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
• Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
• Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
• Ensure the review and improvement of systems and procedures in line with University frameworks.
• Review internal and external practice to identify opportunities for future improvements or efficiencies.
• Apply expertise to identify, understand and propose resolutions for issues or problems.
• Proactively identify opportunities for building personal knowledge and skills for self and others.
• Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution
• Provide advice to stakeholders in relation to complex policies, procedures and regulations.
• Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
• Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

**Collaboration and Communication**
- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

**Governance and Oversight**
- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

**Planning and Organisation**
- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
- Plan and manage longer term programmes of work, monitoring progress as required.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
### Person specification

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<th><strong>Role Specific</strong></th>
<th><strong>Essential / Desirable</strong></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 the major funders of research activity relevant to research in the department including areas of engagement, priorities and requirements of key funders</td>
<td>Essential</td>
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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>Interest in supporting early career researchers to succeed</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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<td>Experience of collaborating internationally</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 6**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience. Essential)

**Skills - demonstrates the ability to:**

- Lead projects Essential
- Gather, analyse, interpret and report complex data/information Essential
- Use digital technologies including Google applications and/or Microsoft Office Essential
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools Essential

**Behaviours:**

- Works collaboratively with others Essential
- Delivers a quality service Essential
- Develops self and others Essential
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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