Grade 6 – Research Facilitator

Department: School of Physics, Engineering and Technology

Hours of work: Full time – 37 hours per week | Flexibility available (0.8FTE)

Contract type: Fixed term for up to 12 months

Salary: £33,309 - £40,927 per year, reduced pro-rata for part-time working
Main purpose of the role

This is an exciting opportunity to join the new School of Physics, Engineering and Technology. This distinctive collaboration between the departments of Electronic Engineering and Physics aims to create a world-class school, underpinned by engineering and physics discovery. Research will be coordinated within two sets of themes – discovery and translation. Discovery research themes will map the fundamental research of our two disciplines to the school – these are the themes that characterise the pure disciplines of Physics and Engineering, and will therefore be closely coupled to the core modules of the undergraduate programme. Translation research themes pursue more goal-driven research, often in partnership with external organisations and industry. These translation themes cut across the discovery themes, bringing together the necessary breadth of expertise, including from other departments, to translate fundamental academic research towards realising future technologies.

Within this context, the Research Facilitator will lead the professional services team which supports grant application and the wider research culture of the School. As we bring support teams together and have ambitious plans to grow and diversify our research income, there is scope to develop the role as needs change.

Key responsibilities

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

1. Role Specific Responsibilities
   - Be proactive in developing and maintaining a good working knowledge of the activities and expertise of the School; of relevant research funding sources and funder regulations
   - Identify and promote strategic opportunities for funding and impact
   - Understand and communicate funding call and research policy information to all relevant stakeholders
   - Be proactive in improving the quality of applications both for individuals and overall for the School
   - Proactively support the School Research Committee (SRC) chair to engender a strong research culture:
     - Identify potential issues and help to implement solutions
     - Have strategic input in organising / facilitating Department events to promote research, linking as appropriate to the wider institution
   - Contribute to forecasting of future research grant income for the school
   - Undertake line management as appropriate

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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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Knowledge and understanding of research in a higher education environment</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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<tr>
<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>Experience of developing or coordinating research applications</td>
<td>Essential</td>
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<td>Highly numerate, with an ability to interpret financial and other data, and decide on appropriate follow-on actions</td>
<td>Essential</td>
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<tr>
<td>Experience as a team leader</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.

### 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 |
- Actively champions respect, inclusivity, equality and diversity            | Essential |
- Identifies and implements continuous improvement                            | Essential |