



## JOB DESCRIPTION

<b>Job Title:</b>	Research Administrator (Leverhulme International Professorship)
<b>Department / Unit:</b>	Economics
<b>Job type</b>	Professional Services
<b>Grade:</b>	RHUL 6
<b>Accountable to:</b>	Major Reporting Line: Prof David Levine Minor Reporting Line: R&I (Research Project Team Manager)
<b>Accountable for:</b>	N/A
<b>Purpose of the Post</b>	
<p>This is a key role supporting the Principal Investigator (PI) in the management of the Leverhulme International Professorship award/grant.</p> <p>The role is responsible for all aspects of post award administration including staffing, studentships, travel &amp; expense management, team-members external research activities/ project meetings/event organisation and involves working closely with key stakeholders including Co Investigators (CIs), HR and the Grants and Contracts Finance team. The role will perform a range of activities, including recruitment, procurement, budget monitoring/management and responding to queries from those associated with the grant, professional service colleagues and the Funder.</p> <p>The post holder will have experience of financial administration, the ability to learn and use relevant systems, internal processes and procedures (IT, financial, HR). They will develop and maintain strong relationships with the funder and internally with key professional services and academic colleagues to maximise the benefit of the award and ensure delivery in line with funder and College expectations. Although reporting directly to the PI there is a dotted line responsibility to the Research Team Project Manager whose team sits centrally within Research &amp; Innovation (R&amp;I) and supports similar complex awards. This will ensure the development and embedding of good post award practice across the College.</p>	
<b>Key Tasks</b>	
<p><u>Liaison and Networking</u></p> <ul style="list-style-type: none"> <li>• Work closely and co-ordinate with College stakeholders including School departments, HR, Grants and Contracts and R&amp;I.</li> </ul>	

#### Resource Distribution and Financial Management

- Oversee resource distribution and expenditure.
- Carry out financial transactions and monitor and manage project budgets.
- Support the processing of expenses, applications to conferences, workshops and other such events.
- Work with the College procurement team in the procurement of equipment.
- Liaise with colleagues in Grants and Contracts to resolve any financial queries.
- Ensure spend complies with funder rules and regulations.

#### Reporting and Data Analysis

- Support the PI in the compilation of data for forecasting and reporting purposes, including end-of-project reports and any possible audits.
- Provide relevant information to Grants and Contracts to enable production of detailed financial statements.

#### Recruitment

- Assist the PI and academic leads in the effective and timely recruitment (inc. on boarding) of research staff.
- Carry out all duties relating to the recruitment and on boarding of PhD students.
- Ensure all staff and PhD students gain the appropriate induction and training.

#### Support for Project Meetings and Events

- Provide administrative support to the PI and academic leads in the organisation of project/research meetings, workshops and conferences.
- Provide full support and oversight to events, ensuring that all financial, publicity, travel and domestic arrangements are in place.

#### Communications

- Maintain and develop project websites.
- Manage research user interface and external engagement activities.
- Liaise with external funder and internal RHUL departments.

#### Best Practice

- Ensure best practice is followed in the management and administration of the grant (i.e. correct completion of timesheets, appropriate administration of recruitment and financial documentation).
- Maintain and implement policies and procedures relating to grant activities.
- Ensure that the research governance of the project, including GDPR, data management, integrity and security is in line with College policies.
- Regularly liaise with the Research Project Team Manager in R&I to ensure processes are being undertaken in line with those being carried out by the post award Project Management Team.

#### **Other Duties**

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department.

The post holder will actively follow RHUL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

The post holder will carry out their duties in a resource efficient way and actively support RHUL's Sustainability policies and objectives within the remit of their role.

The successful candidate will need to meet RHUL's expectations of core behaviours.

#### **Internal and external relationships**

The following list is not exhaustive, but the post holder will also be required to liaise with colleagues in other areas, such as:

- Funding body
- Research Project Management Team
- Doctoral School
- Marketing & Communications
- Human Resources
- Finance
- IT Services
- Other professional services