JOB DESCRIPTION

Job Title:	Research Administrator, (Leverhulme International Professorship)
Department / Unit:	Department of Economics, School of Law and Social Sciences
Job type:	Full-Time, Fixed-Term (3 years)
Grade:	RHUL 6
Accountable to:	Major Reporting Line: Prof David Levine Minor Reporting Line: R&I (Research Project Team Manager)
Accountable for:	N/A

Purpose of the Post

This is a key role supporting the Principal Investigator (PI) in the management of the Leverhulme International Professorship award/grant.

The role is responsible for all aspects of post award administration including staffing, studentships, travel & 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.

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 University 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 & Innovation (R&I) and supports similar complex awards. This will ensure the development and embedding of good post award practice across the University.

Key Tasks

Liaison and Networking
- Work closely and co-ordinate with university stakeholders including School departments, HR, Grants and Contracts and R&I.

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 University 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 University 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

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Research Administrator   **Department:** Economics

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
High standard of education to degree level or equivalent administrative experience.	X		Application Form
Knowledge and understanding of the HE sector.		X	Application Form/Interview
Current knowledge of the research funding landscape.		X	Application Form/Interview
Skills and Abilities			
Proven ability to work as part of team and support colleagues, as well as a readiness to work on own initiative and act pro-actively.	X		Application Form/Interview
Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy	X		Interview
Excellent organisational skills and ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.	X		Application Form/Interview
Proven ability to use creative problem-solving techniques, identify and implement administrative improvements, and innovate and develop processes and policies to improve efficiency.		X	Application Form/Interview
Flexibility and proven ability to respond effectively to changing requirements.	X		Application Form/Interview
Excellent IT skills and proven ability to learn new systems and programmes.	X		Application Form/Interview
A high level of numeracy and literacy.	X		Application Form/Interview
Experience			
Experience of communicating with a range of stakeholders at various levels both internally/externally.	X		Application Form/Interview

Excellent interpersonal skills and experience of responding to enquiries and requests from a range of stakeholders.	X		Application Form/Interview
Experience of budget management.	X		Application Form/Interview
Experience of creating and updating webpages.	X		Application Form/Interview
Experience of organising events e.g. project meeting, workshops, conferences.	X		Application Form/Interview
Experience of using reporting tools, manipulating and analysing data.		X	Application Form/Interview
Other requirements			
Committed to personal development and a proven interest in building a career in academic administration.	X		Application Form/Interview
Ability to work occasional weekends or late evenings and travel to events and other external activities as required.	X		Application Form/Interview