

Job Description

Job Title:	Research Administrator (Leverhulme International Professorship)
Department:	Economics
Job type	Professional Services
Grade:	6
Accountable to:	PI
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, the post holder will be expected to work closely with the Research Team Project Manager in the Research & Innovation team (R&I). 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 Faculty departments, HR, Research Finance 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 into 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. • 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 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.

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

PERSON SPECIFICATION

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

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(Leverhulme International Professorship)

Department: Economics

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to degree level or equivalent administrative experience.	X	
Knowledge and understanding of the HE sector.		X
Current knowledge of the research funding landscape.		X
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 proactively.		X
Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.	X	
Excellent organisational skills and ability to work under pressure, prioritize conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.	X	
Proven ability to use creative problem-solving techniques, identify and implement administrative improvements, and innovate and develop processes and policies to improve efficiency.	X	
Flexibility and proven ability to respond effectively to changing requirements.	X	
Excellent IT skills and proven ability to learn new systems and platforms.	X	
A high level of numeracy and literacy.	X	
Experience		
Experience of communicating with a range of stakeholders at various levels both internally/externally.	X	
Excellent interpersonal skills and experience of responding to enquiries and requests from a range of stakeholders.	X	
Experience of budget management.	X	
Experience of creating and updating webpages.	x	
Experience of organising events, such as project meeting, workshops, conferences.	X	
Experience of using reporting tools, manipulating and analysing data.	X	
Other Requirements		
Committed to personal development and a proven interest in building a career in academic administration.	X	
Ability to work occasional weekends or late evenings and travel to events and other external activities as required.	X	