

## JOB DESCRIPTION

Post:	Senior Research and Knowledge Exchange Administrator
Department:	Research and Knowledge Exchange
Reporting to:	Head of Research
Salary:	£27,500 per annum
Hours per week:	A minimum of 37.5 hours per week
Contract Type:	Support/Permanent
Annual Leave:	25 days
Probation Period:	6 months

### **Main Purpose of the Role:**

Working closely with senior research and knowledge exchange staff providing administrative support for the broad range of research and knowledge exchange activity across the University. This activity includes post-graduate research students, funding and ethics applications and will include liaising with external organisations.

### **Main Duties & Responsibilities:**

1. To carry out standard and non-standard administrative processes and maintaining accurate records of research and knowledge exchange activity.
2. To make suggestions and implement to improve processes where required and brief relevant staff in support evolving research processes.
3. To analyse and manipulate data, and to produce reports.
4. Officer meetings and committees as requested, including booking facilities, inviting members, producing meeting packs and records and publishing records as appropriate.
5. To organise and prioritise own work to ensure it is completed to agreed timeframes.
6. To make accurate and effective use of IT and student record systems, and to create and revise documents, and reports and communicate changes with staff.
7. To provide advice and support to research staff (including research students) verbally and in writing, referring to procedures and regulations where appropriate.
8. To work as part of a team to receive issues and resolve problems, following procedures or guidelines, using judgement where necessary to achieve the optimum solution.
9. To build and maintain effective working relationships with contacts in other services, faculties or external bodies including participating in networks or working groups to convey and receive information.

10. To ensure the administration of PGR students throughout their degree is completed to the highest standards. This includes the application and interview process, induction, the monitoring and communication of milestone deadlines and outcomes, organisation of progression examinations, liaising with UWE with regards to their policies and procedures, updating the PGR Moodle page, being a point of contact for PGR students and answering general queries from PGR students.
11. To liaise with relevant external administrators, academics and organisations where necessary. In particular this will involve liaison with the research degree provider and may involve the need to travel to other locations for this purpose.
12. To organise the bidding and funding process for staff and research student funding requests.
13. To keep accurate records of all financial activity in research and knowledge exchange using the University's financial system, including keeping an accurate record of the research and knowledge exchange budget, making payments and processing invoices.
14. To keep accurate and detailed records of all staff and student applications for any form of research and knowledge exchange funding.
15. To support the Chair of the Ethical Committee to organise and keep accurate records of all ethical applications and ensure that all applications are dealt with in a timely manner.
16. To organise and support other administrative staff in completing administration relating to research and knowledge exchange
17. To assist the Academic Dean and Head of Research in organising research events

### **Other Reasonable Duties**

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities the University reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

### **Safeguarding**

The University recognises that it has a statutory and moral duty to ensure that the

University safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the University. It is the responsibility of everyone at the University to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

### **Equality, Diversity and Inclusion**

It is the responsibility of the post holder to promote equality and diversity across the University. The post holder will undertake their duties in accordance with the University's policies relating to equality and diversity.

The University is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. The University aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

### **Health and Safety**

The post holder will be required to promote health, safety and wellbeing throughout the University. They will also be required to undertake their full duties and responsibilities in accordance with the University's Health and Safety Policies and Procedures.

### **PERSON SPECIFICATION**

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed (AF / IV / Other)</b>
<b>Education and Qualifications</b>			
5 GCSEs at A-C or equivalent including Maths and English	✓		
IT Qualification		✓	
Degree or equivalent	✓		
ISIS Training		✓	
<b>Knowledge, Experience and Skills</b>			
Experience in an office and / or customer service environment, preferably in an educational institution	✓		AF/ IV
Good knowledge of Microsoft Word, Excel and Access	✓		AF / IV
Experience of entering and retrieving			

data from large databases	✓		AF/ IV
Knowledge of HE or FE student records systems, particularly ISIS and UNIT-e		✓	AF/ IV
Knowledge of advanced reporting functions in Excel and Access		✓	AF / IV
Experience of administering student assessments		✓	AF /IV
Excellent communication skills	✓		AF / IV
A positive customer service attitude and a commitment to giving a high quality service to staff and students	✓		AF / IV
Ability to manage time and workload efficiently and under pressure	✓		AF / IV
Able to work effectively as a team	✓		AF/ IV
An understanding of safeguarding and its importance in an educational environment	✓		AF/IV
<b>Behavioural Competencies</b>			
<b>Excellence</b> With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
<b>Champion Change</b> With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
<b>Responsibility</b> We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV
<b>Working Together</b> We work with others to reach a common goal; sharing information, supporting	✓		AF/IV

colleagues and searching out expertise and solutions from relevant partners.			
<b>Trust and Respect</b> We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the University is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to Hartpury.