



Post Title	Research Support Administrator - 49136
Organisation Advertising Description	Finance - Research and Innovation Services
Salary & Grade	Full time starting salary is normally in the range £22,277 to £23,933. With potential progression once in post to £27,705 a year. Band 500
Duration of Post	Permanent

Job Summary

To provide administrative support in relation to the preparation and submission of research funding applications and tenders and ongoing management of research projects.

Main Duties

- To monitor and evaluate appropriate external funding information sources (websites, e-mail notifications, newsletters) and communicate possible funding or commercial opportunities to appropriate academics in areas of designated responsibility, drawing on own knowledge of the College's disciplinary areas and external funding market.
- To provide advice and expertise to academic and administrative colleagues and external partners about internal and funder procedures for submitting of applications, tenders and bids, including detailed familiarity with diverse and complex on-line and paper-based systems and awareness of changes in these systems.
- To manage the flow of activity throughout the application stage of any tender or bid in line with the funder timetable and bid requirements; scheduling, monitoring and progress chasing all data returns across multiple parties within and without the College and the University, resolving problems that arise by drawing on experience and knowledge of internal and external systems and negotiating procedural issues with internal and external counterparts when required.
- To work closely with colleagues in Research Finance and Contracts to identify and resolve issues around funding applications in a timely and effective way.
- To undertake initial quality assurance on all research application or tender documentation, ensuring funder requirements are met and all institutional approvals, documentation and submission requirements are in place.
- To compile and complete parts of the application/pre-tender/tender documentation, including drafting or editing text, especially in instances where generic or institution-specific information is required (insurance details, published University financial data, staff profile, etc.).

- To ensure appropriate and high-impact formatting of final application/tender documentation in line with University branding guidelines and funder requirements.
- To organise and contribute to workshop and training events for the academy on research and knowledge transfer matters.
- To monitor and support the process of contract and sub-contract negotiation and financial approval, including providing necessary information in a suitable format.
- To maintain databases and hard copy filing systems for area of designated responsibility, ensuring a complete, navigable and accessible record of all activity relating to each application/tender and active project and an accurate record of the College's activity in the area of funded research and knowledge transfer submissions. Interrogating these databases and creating and generating reports on research and knowledge transfer activity and performance to support College management decision-making.
- To contribute to the continued development and improvement of department systems.

To manage all aspects of the set-up of funded projects; initiating contact with successful grant applicants and briefing them on the next steps; developing and maintaining a process for tracking progress of grant set up (HR contracts, budget codes and contract negotiation); drafting CPAG cases, JDs and completing AV1s; drafting sub-contract agreements for externally funded research projects; communicating scholarship requirements to the College Graduate School; communicating space requirements to the facilities team and producing an expenditure monitoring spreadsheet for the PI.

- To provide ad hoc support for grants maintaining project web sites when required; booking travel and accommodation on behalf of award holders and trouble-shooting operational project matters and supporting and monitoring the transfer of grants away from and in to the University of Birmingham.

Person Specification

- Good educational standard equivalent to A-level, including good literacy and numeracy as evidence by good GCSEs in English and Maths.
- Knowledge of areas of designated responsibility- organisational structures, processes, external context and norms of operation.
- An interest in the disciplinary areas of the College and an ability to gain an appropriate level of understanding in these areas over time.
- Excellent communication skills, including an ability to write and speak clearly, concisely, and tactfully and in a grammatically correct manner.
- Good team working and relationship building skills across a diverse population of administrative, managerial and academic colleagues.
- Excellent IT skills across all core Microsoft Office products including Word, Powerpoint, Access and Excel.
- Able to confidently make sense of and re-present numerical and statistical data.
- Able to quickly understand a problem, think laterally in the identification of solutions and extrapolate and absorb best practice into his/her personal working style and approach.
- Able to use own initiative within area of expertise and to understand when matters should be referred.
- Excellent attention to detail and adherence to deadlines and ability to work calmly under pressure.
- Personal flexibility and commitment to task completion.