

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF SCIENCE & ENGINEERING
FACULTY OFFICE SCIENCE & ENGINEERING
FSE RESEARCH & BUSINESS SERVICES
RESEARCH SUPPORT ADMINISTRATOR
VACANCY REF: SAE-030324

Salary: £28,031 - 31,236 per annum depending on experience

Hours: 35 hours per week (1 FTE)

Duration: Permanent

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Daniel Twiddy

Email: daniel.twiddy@manchester.ac.uk

Overall Purpose of the Job:

The Research Support Administrator forms part of the Faculty Research Services Team.

This is a pivotal role whereby the post-holder will be part of a busy team that supports the growth and development of staff research activity across the two Hubs by providing general administrative duties to all activity linked with the Faculty's Research Services (RS) team. To include: clerical support for the Research Operations Managers, the wider Research Services Team, administrative duties, and maintaining Research Services webpages.

Key Responsibilities, Accountabilities or Duties:

Strategic Support to the Research Operations Managers

- Produce local management information reports (application and award data).
- Assist with data quality checking and reporting of PURE AMM records
- Assist with collecting data for any audit exercises.

- Organise, attend and take minutes for Committees and other meetings as required by the Research Operations Managers
- Collate, present and distribute information as requested by the Research Operations Managers
- Tracking and monitoring of RS team workloads

Finance

- Raising requisitions for goods and services using the University Oracle Financials System. Processing receipts and the administration of related documentation. Monitoring progress of requisitions and invoices, resolving queries throughout the process and ensuring payment is made.
- Provide support for routine grant costings (e.g. Travel and Conference grants)

Administration

- Liaising with Research Support Managers and Research Support Officers to collect information on Research Projects on a regular basis to ensure website information is kept up to date.
- Liaising with internal and external stakeholders in relation to Research Projects and providing support for those projects.
- Updating and processing of customer set up within PURE AMM in liaison with the University's Research Operations team.
- Updating and maintaining research related web pages on the School intranet to ensure information is current and accurate.
- Support the Research Operations Managers (and wider team) with any events or travel and accommodation bookings.
- Undertaking general office duties commensurate with the post (e.g. screen telephone calls, deal with post, stationery orders, take minutes at meetings where necessary, booking rooms etc.)
- Copying and filing all research related paperwork and relevant correspondence
- To support day to day activity in the office as may be required by the Research Operations Managers.
- Work as part of the Research Services Team in order to meet the administration needs of the Hub and related activities in this area.
- Any other duties as reasonably requested by the Research Operations Managers and commensurate with the grade of the role.

Essential Knowledge, Skills and Experience:

- A high level of IT literacy and confidence with Microsoft Office software.
- To be well organized and flexible with excellent interpersonal skills and communication skills

- Experience of organising events, seminars, meetings and travel.
- Ability to take accurate minutes effectively.
- Understanding and experience of processing claims, expenses, and related financial tasks (see duties above).
- Excellent communication skills, both orally and in writing, across the whole range of media.
- Ability to deal appropriately with and build positive working relationships with staff at all levels, both internally and externally.
- Ability to work with minimal direction and supervision, planning and prioritizing own workload, working under pressure, and using own initiative and creativity to solve problems and meet deadlines.
- A flexible and adaptable approach to work and a willingness to undertake a wide range of tasks.
- Interest and willingness to develop skills and learn new ones.
- Ability to work as part of a team.

Desirable Knowledge, Skills and Experience:

- Previous experience of working in a research support office/financial environment is desirable but not essential