**Research assistant - admin**

**Role Summary**

This title will apply to a person employed for the purpose of supporting the administrative and organisational functions of the research project/area. A Research Assistant Admin will work under the direction of a Principal Investigator or his/her nominee within a research area or supporting one or more research projects, programmes,centre or institute..

**Key Accountabilities**

* To provide an efficient secretarial/administrative support service to the research project(s) and Principal Investigator or his/her nominee.
* Development of sustainable administrative and IT frameworks/structures.
* To arrange meetings, manage agendas and to take minutes.
* To support the research activities of the Principal Investigator or his/her nominee.
* To liaise with related departments and project leaders within the research area to help co-ordinate their research activities.
* To facilitate dissemination of information as required.
* Implementation and co-ordination of actions on policy decisions in the research area.
* Implementation of a tracking mechanism to ensure all relevant queries and issues are addressed efficiently.
* To assist in the development of promotional material including website, brochure material, reports etc.
* To organise events as required e.g. annual meetings, research conferences, workshops etc.
* To liaise with the Principal Investigator and colleagues on matters relating to the research project.
* To develop internal contacts and to develop a knowledge and understanding of the research project and research related work.
* To co-ordinate own day-to-day work to support the research project.
* To undertake duties assigned by the Principal Investigator or his/her nominee in support of the research area.

*The list of duties detailed above is not intended to be exclusive or restrictive and may be adjusted dependent on the area of research.*

**Criteria**

* Secretarial or other relevant qualification.
* Proven administrative ability.
* Practical experience of providing administrative support to research projects or in a research area.
* Proven ability to work independently and as part of team.
* Ability to relate to staff in a collegial manner.
* Excellent organisational, interpersonal, report writing and IT skills.
* Excellent communication, both written and spoken.
* Ability to work on own initiative.
* Strong IT and organisational skills.