RESEARCH SUPPORT OFFICER - ADMINISTRATION

Role Summary

Provision of high level administrative support in a complex research environment consisting of many interdisciplinary programme grants and multiple Principal Investigators is often associated with research expertise in the relevant research area.

Key Duties and Responsibilities

Administration

- To support the Director or Head of the Research area to achieve the agreed strategic and administrative goals of the research area.
- To provide an effective administrative framework to support the ongoing development of the research project/area.
- To advise the Director/Head of the Research area of appropriate administrative structures and procedures to give effect to agreed and approved policies.
- To be responsible for the development and implementation of positive and appropriate administrative work practices.
- To implement agreed policy and procedures including administration, personnel, and resources for the overall development of the research project/area.
- To manage the secretarial/administrative functions as required.
- To allocate, delegate and supervise work of the administrative staff, as is appropriate, ensuring its effective operation.

Research

- To provide specific technical inputs to the research agenda such as literature review, data analysis and preparing reports. Writing and contributing to research reports, policy briefs and other documents.
- To support activities of the research project as required, such as assisting in workshops, producing written outputs, in conjunction with the Director/Head of the Research area.

Policy advice and dissemination

- To present research results internally and externally at conferences, meetings, including preparing presentations.
- To disseminate research results through web pages, media conferences etc.
- To represent the research project/area at events, meetings and networking.

Finance

- To administer financial and budgetary functions, including purchasing and cost controls in consumables, equipments and part-time pay, in conjunction with the Director/Head of the Research area.
- To support researchers in the preparation of project proposals.
- Review and monitor the financial of all research grants and the overall research area.
- To propose strategic or operational priorities and to advise on achieving the effective and value-for-money allocation of budgets and resources.
- To ensure proper use of resources, compliance and integrity of systems in accordance with University policies, procedures and standards and in agreement with the Director/Head of the Research area.

Promotion/Development

- To assist the Director/Head of the Research area with logistical planning of human, physical and financial requirements for the research project.
- To identify opportunities for external relationships and collaboration.
- To contribute to the development of the strong external links to business and industry.
- To contribute to the promotion and marketing of the research area.
- To produce, when required, appropriate promotional and marketing literature.

Personnel

- To assist with the preparation of recruitment advertisements and job particulars for posts within the research area
- To assist with managing the administrative workloads to support the research project/area.
- To liaise with HR as required regarding on research staff personal details and/or terms and conditions of employments for research staff contracts.

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

- A graduate qualification in a field or discipline relevant to the area of investigation i.e. BSc, MSc or PhD.
- Proven experience of providing high level administrative support to a research project or in a research area.
- Demonstrable achievements in delivering results on a research project or in a research area.
- Ability to interact with stakeholders from a range of disciplines.
- Proven ability to work independently and as part of a team.
- Excellent attention to detail.
- Excellent report writing and presentation skills.
- Excellent communication skills, both written and spoken.
- Strong IT, report writing and organizational skills.
- High level of initiative