

JOB DESCRIPTION / RESEARCH & INNOVATION ADMINISTRATOR

Academic Divisions/ Divisional Operations: Research & Innovation

The University of Kent is a leading UK institution with an excellent reputation for outstanding teaching, strong research and international links. There are many new initiatives underway to build on existing strengths, such as Signature Research Themes, the Institute for Cultural and Creative Industries and the Kent and Medway Medical School.

The University is continuing to look to the future whilst responding to sector-wide challenges. Kent has set out a vision and strategy that builds upon strong foundations in education, student experience and research, embracing flexibility and growth to ensure a sustainable future for our community, and to enable the University to further its position and navigate these challenges successfully.

As part of this, we're reshaping our operating model to ensure our directorates and academic divisions are effective, efficient and focused sharply on delivering the University's ambition to be a leading civic university; delivering an outstanding student experience, outcomes, and world-leading research.

Reference:

LSSJ-090-21

Salary:

Grade 4

Contract:

Full time, fixed term until 31 May 2025

Location:

Canterbury campus

Responsible to:

Research & Innovation Manager

Responsible for:

Activities: Administrative support for divisional research and innovation activity

Job family:

Administration, Professional & Managerial

Job purpose

As a member of the divisional Research & Innovation team, the Research & Innovation Administrator will support academic colleagues to carry out research and innovation activities, enabling the successful delivery divisional and University research goals and strategies.

Responsibilities will span administrative support, intelligence gathering and assisting with the co-ordination of research-related events; in all cases ensuring compliance with set policies and procedures and relevant regulatory requirements.

A proactive member of the team, the role holder will work in close collaboration with the other Divisions as well colleagues in Research & Innovation Services (RIS) and the Graduate & Researcher College.

Key accountabilities

The following are the main accountabilities for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

1. Undertake a range of administrative responsibilities to support and facilitate the work of academic colleagues, the divisional Director of Research & Innovation, and the wider Research & Innovation team, including preparing for mock and final submissions to the REF and any future KEF exercises, providing support for the divisional internal peer review system, organising annual Individual Research Plan meetings and liaising with the divisional marketing, recruitment and external relations team to ensure that research and innovation activities are suitably publicised. .
2. Administer a range of systems within the Division to ensure that records relating to research, innovation and enterprise award applications and outcomes are accurately maintained in line with University policies and procedures and relevant regulatory requirements.
3. Assist in maintaining an up-to-date record of all research, innovation and enterprise grants held by staff in the Division (including updating databases and trackers), to enable progress to be evaluated against plans and metrics.
4. Act as coordinator and provide administrative support for the Division's Research Centres and groups including the organisation of seminars and liaison with visitors.
5. Provide administrative support for the divisional Research & Innovation Committee.
6. Work flexibly across the team to provide support where needed, particularly during busy periods and undertaking a range of administrative duties to promote research activity within the Division in support of the overall strategy.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

1. Applying knowledge and understanding of certain procedures or policies to be able to respond to a wide range of enquires, whilst recognising when it is more suitable to refer to someone else for specialist advice.
2. Able to work on own initiative, planning own workload in discussion with the Research & Innovation Coordinator / Research & Innovation Officer as relevant. Asking for guidance or signposting queries where necessary.
3. Managing multiple requests for information or dealing with several customers politely and professionally and working across the team.
4. Maintaining accuracy when dealing with research data. Knowing when to ensure any discrepancies are referred to appropriate colleagues.

Facts & figures

This role will directly support members of academic staff who undertake research and other income-generating activity. The role may support the submission of over 150 research applications each year, with a potential value to the University of over £27 million.

Internal & external relationships

Internal: Directors of Operation, PhD students, academics and professional services staff within the Division and across Divisions, central professional services departments

External: Representatives of funding bodies (including the Research Councils, the European Commission, Government departments, charities and industry), research administrators and academic staff at collaborating institutions, academic visitors.

The role holder is expected to demonstrate a commitment to equality, diversity and inclusion; promoting collaboration and positive partnerships, working harmoniously with colleagues, students and other stakeholders of all cultures and backgrounds.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Repetitive limb movements
- Regular use of Screen Display Equipment
- Pressure to meet important deadlines
- Ability to travel in a timely and efficient manner regularly between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

You will have excellent administrative and organisational skills and an interest in supporting research activities within the Division. You will be proactive and not be phased by meeting changing priorities and working under tight deadlines.

You'll be able to demonstrate the following skills, experience, abilities and personal interests:

Essential	Assessed via
• GCSE in English & Maths (Grade C/4 or above), or equivalent	A
• Previous administrative experience in a customer facing role	A,I
• Good IT skills, with sound knowledge of MS packages	A,I,T
• Experience of using spreadsheets and databases on a regular basis	A,I,T
• Good organisational and time management skills	I
• Ability to manage and prioritise own workload to meet rapidly changing demands	I
• Ability to work, where appropriate, without close supervision	I
• Ability to work effectively independently and co-operatively as part of a team to ensure deadlines are met	I
• Excellent communication and presentation skills, able to communicate effectively and clearly both verbally and in writing	A,I,T
• Excellent interpersonal skills and customer service skills including a helpful and responsive manner with the ability to remain calm when under pressure	I
• Experience of minute taking	A,I
• High degree of accuracy and attention to detail	I,T
• Ability to understand and apply detailed procedures and policies	A
• Willingness to learn and apply new systems and processes	A,I
• Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research	I
• Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role	I
Desirable	Assessed via
• CLAIT/EDCL or equivalent qualification	A
• Experience of working in HE administration, or substantial knowledge of HE institutions	A,I
• Experience/awareness of the HE Research environment and academic research management	A,I

* A - Application; I - Interview; T - Test/presentation at interview stage