

Department of Land Economy

Research Support Administrator

Further Particulars

The University of Cambridge

The University of Cambridge is one of the oldest universities in the world and one of the largest in the United Kingdom. Its reputation for outstanding academic achievement is known world-wide and reflects the intellectual achievement of its students, as well as the world-class original research carried out by the staff of the University and the Colleges. The University of Cambridge consists of over 100 departments, faculties and schools plus a central administration.

The Department of Land Economy

The Department of Land Economy is a specialised department within Cambridge, devoted to the multidisciplinary study of land, property, the environment and resource management. The two primary disciplines are law and economics. The department has approximately 100 Staff (Academic and Administrative) and more than 300 students, including a fast-growing postgraduate programme with approximately 100 MPhil students, 150 Tripos students as well as 65 PhD students. The department is relatively small by Cambridge standards, with a lively and active group of staff and students, operating within an intensive research-oriented environment.

Research activity reflects its multidisciplinary nature. There are two core research groupings in the Department, the Environmental Economy and Policy research group (EEP) and the Real Estate and Urban Analysis research group (REUA). The majority of contract research staff are concentrated in three research centres, the Cambridge Centre for Housing Policy Research (CCHPR) and the Rural Business Unit (RBU) and the Centre for Environment, Energy and Natural Resource Governance (CEENRG). Research is funded from a variety of sources including research councils, charities, government agencies and departments and industry. The Department also hosts two Mellon post-doctoral fellows whose research is undertaken in Climate change, property and sustainability and Policy innovations for environmental markets respectively. The Department was ranked first amongst 25 universities submitting to the Town and Country Planning Sub-panel in the 2008 RAE.

Role Purpose

The role holder plays a central part in the support and co-ordination of the Department's research activities and the development and further expansion of the Department's research profile. Responsible to the Administrative Officer (AO), the role holder works under the direction of the Director of Research and AO and is expected to help the Department achieve and maintain excellence in research and to take the lead in implementing best practice by putting in place the operational aspects which will support the Department's research strategy. S/he will also be looked to for advice on interpreting University policies and procedures and those of sponsors in order that the Department maintains a positive image both inside and external to the University.

The role holder also supports the Director of Research in promoting and encouraging additional research activity by co-ordinating applications to the Department's own Research Development Funds.

The Research Administrator will be expected to maintain the Department's databases relating to research outputs to assist with the ongoing preparations for the Research Excellence Framework 2020. To this end, they will also assist academic staff with ensuring all relevant journal articles comply with the current open access requirements for HEFCE and funders.

The Research Administrator will be expected to undertake any administrative duties required by the Research Centres and to provide an administrative aid in peak times or during specific

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projects.

Location	Department of Land Economy, 16-21 Silver St, Cambridge
Terms & Conditions	Assistant Staff
Salary	£27,629 to £32,958
Grade	6
Hours of work	Full-time (1fte)
Limit of tenure	2 years fixed term contract subject to funding
Annual leave	The leave year normally runs from 1 October to 30 September and the normal annual leave entitlement for those working the standard week is 28 working days, not including Saturdays, Sundays and Public Holidays
Closing date for applications	Applications to be received by 5.00 pm on Monday 25 th September 2017
How to apply	To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

Main Responsibilities

Pre award activities
<ul style="list-style-type: none"> - Identification of funding opportunities which are relevant to the areas of activities <i>by</i> liaising with research colleagues at School and RO level, searching relevant databases, ensuring automatic information alerts are tailored to Departmental needs, and disseminating appropriate information to Departmental staff. - Using university communications and contacts with a wide range of funding bodies concerning new programmes and themes and developing contacts and networks to maximise the Department's ability to respond to the changes in funding priorities - Support for preparation of research grant proposals and funding applications

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- Provides advice on funders/sponsors terms, conditions, timing and restrictions of schemes.
- Draws up detailed costings in collaboration with the PI in order to produce accurate costing information for the Research Office; provides financial and staffing advice to Principal Investigators to ensure that applications are correct and within sponsor and University regulations
- Contacts sponsors and the University's Research Office to obtain advice on interpretation of regulations and liaises with the Research Office about deadlines, policies and expectations relating to funding applications that are submitted.
- Liaises with research staff at other HEIs over collaborative bids for funding, proving costing, liaising over elements of the bid such as IT, staff and other expenses.
- Assists with the development of funding for research and other activities from alumni and professional contacts

Post award management of research grants and administration

- Oversees the research grant portfolio to ensure that grants are being operated within agreed terms and conditions, liaises with PIs providing them with financial and staffing advice to ensure that grants are operated within sponsor and University personnel and financial regulations and contractual obligations;
- Advises and assists Principal Investigators to resolve problems encountered at the post award stage e.g amendments to contracts, budgets, resourcing requirements and advising/assisting when necessary with interim and final reports.
- Acting as point of contact for the Research Office in all dealings over specific research grants, particularly in respect of requests for changes to terms or expenditure, grant under-spends or overspends, grant start and end dates.
- In conjunction with the AO and Senior Accounts Clerk, ensures PIs are provided with the requisite financial information on a regular basis and identifies and resolves budgetary and financial problems;

Research management support and development

- Is the main point of contact with the RO for matters of general research policy, service development and any changes or developments affecting the Department's research activities. The post holder will disseminate this information and raise issues specifically with the AO, Head of Department, Director of Research and Research Committee as appropriate.
- Drafts and delivers reports to Research Committee regarding research activity, changes to University or sponsor policy on research and other research related issues. The post holder will develop the necessary systems to ensure that records and other management information is current and readily available to meet the information needs of the Research Committee.
- Support for all aspects of the Department's submission to the Research Excellence Framework 2014 (REF) including interpreting both university and HEFCE guidelines, liaising with Departmental colleagues, other University Departments and REF support office within the University. Ensuring that information is available or produced to meet internal and external deadlines.
- Develops and oversees the maintenance of a Department systems for capturing management information for the Director of Research, Research Committee and the AO on all aspects of research activity to inform policy and to capture data to help progress toward the relevant Research Assessment Exercise submission.(REF)
- Supports the research committee and individual staff with the development of case

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<p>studies for the 2013 REF submission.</p> <ul style="list-style-type: none"> - Assisting with the dissemination of the Department's research through online databases and the Department's own website. - Expected to maintain the Department's databases relating to research outputs to assist with the ongoing preparations for the Research Excellence Framework 2020. To this end, they will also assist academic staff with ensuring all relevant journal articles comply with the current open access requirements for HEFCE and funders.
<p>Research Centre Administration</p> <ul style="list-style-type: none"> - Duties include working closely with the Centre's Directors where required in co-ordinating the activities of the Centres, administering and developing the Centre systems, procedures and processes including: financial, administrative, database, web, promotion and Marketing. - Provide administrative support to the Directors of the Centres as and when required, and the centres academic staff (e.g. finances and travel arrangements; correspondence, enquiries). - Assist, where necessary, with the dissemination and publication of the Centres research and papers, ensuring that the Centres, department and research websites are up to date. -
<p>Other</p> <ul style="list-style-type: none"> - Contributes appropriate information to the Land Economy newsletter and to the development of the research pages of the Department's website. - Assisting with research dissemination by producing reports, posting on research websites and pro-actively seeking other dissemination opportunities - Acts as secretary to Department meetings as appropriate and as required by the AO - Deputises for the Administrative Officer in matters relating to research including HR matters. - Undertakes other tasks as reasonably required by the AO and suitable to the grade.

Essential knowledge, skills and experience required for role

Education & qualifications	Educated to at least first degree level
Specialist knowledge & skills	The post holder should ideally have experience in using a research grant costing tool, ideally X5, and be experienced in the use of spreadsheets to generate financial data. Knowledge of the HE research environment, ideally knowledge of processes associated with application for research funding.
Interpersonal & communication skills	The post holder will need to be enthusiastic, self-motivated and able to demonstrate excellent organisational skills, with the ability to think ahead and anticipate difficulties. S/he will need the ability to take initiative and make decisions, to prioritise a varied workload, to remain calm under pressure and to meet deadlines. In addition, the role requires: -excellent interpersonal skills and the confidence to relate to a wide range

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	<p>of people and to be an effective team player with a flexible approach and have the ability to adapt to changing circumstances and to problem-solve and</p> <p>-effective writing and communication skills, with the capacity to draft, edit and proof-read documents together with the capacity to understand complex information and to interpret financial statements.</p>
Relevant experience	<p>The post holder will need prior experience in an administrative post with at least two years' experience gained within the higher education sector or research funding environment.</p> <p>Experience in using a range of computer applications within the Microsoft Office range.</p>