



**Job title:** Research and Knowledge Exchange Administrator

**Post number:** HAXXXX

**Reports to:** School Operations Manager

**Department/School:** School of Humanities and Social Science

**Location:** Falmer

**Grade:** 4

**Purpose of the role**

To support all staff in relation to the management of research and knowledge exchange activities to ensure that the operational and strategic R&KE objectives of the School and the University are met.

**Line management responsibility for: N/A**

**Main areas of responsibility:**

* To be the first point of contact for information relating to R&KE activity in the School; liaising with the university’s Research Enterprise and Strategic Partnerships (RESP) Office, clients and external bodies to ensure the needs of the School and the University are met.
* To support the management of R&KE activity by providing administrative support for the Associate Dean (Research & Knowledge Exchange), Research and Enterprise Group (REG) leaders and all research active staff in the School.
* To act as committee secretary for the School’s Research and Knowledge Exchange Committee (SRAKE) and to service a range of other R&KE meetings, drafting agendas, preparing papers, taking minutes and being proactive in the follow-up of all action points.
* To manage the organisation of internal and external R&KE events, conferences and seminars; drafting materials, coordinating speakers and liaising with external agencies.
* To develop and maintain effective and efficient management information systems to support the collection and management of data necessary for the preparation of all R&KE related reports.
* To provide a range of administrative support activities for the School’s Academic Leads for Research and Knowledge Exchange to include acting as committee secretary for the School’s Tier 1 Ethics Panel and organising annual Post Graduate student review meetings.
* To maintain and oversee the social media accounts associated with the School, acting as the first point of contact for any enquiries.
* To work with staff across the School to identify, curate and disseminate research stories to ensure that achievements are recognised and celebrated.
* To deal with the routine processing of all research contracts and invoices for the School, monitoring agreed budgets and providing costings in line with the university’s financial regulations.
* To keep up to date with all aspects of School and university policy and practice.
* To work as part of a team of support staff providing cover for sickness and holidays and helping as and when there is a heavy workload to be managed.
* To take responsibility for specific areas of project work as requested

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

### Person Specification heading  This is a heading only and contains not other words or text.

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**).

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| --- | --- | --- |
| **Essential criteria**  | **(*Refer to the Support Staff JD brief guidance for examples of what should go in each section)***  | **A, I, E** |
| **Knowledge, skills, and abilities** | * An understanding of how to develop and implement office systems and procedures
* Analytical skills with the ability to use information retrieval systems and produce cogent reports
* Ability to plan, prioritise and organise work effectively to cope with changing priorities
* Ability to communicate information in an understandable way both orally and in writing
* Ability to develop and maintain good working relationships with colleagues at a variety of levels
* Ability to deal with confidential information in a discreet manner
* Ability to work with a minimum of supervision and take responsibility for setting and meeting own objectives
* Ability to adapt and develop to meet changing situations
* Excellent level of computer skills including good working knowledge of Microsoft Office, databases and online systems such as Sharepoint
 | **A****A, I, E****A, I** **A, I, E****A, I****A, I****A, I****A, I****A, I** |
| **Experience** | * Experience of working as part of a team, collaborating effectively and sharing good practice
* Experience of developing and maintaining effective office processes and systems
* Experience of office/finance administration preferably within an educational or research environment
* Proven experience of maintaining customer service standards
* Experience of servicing meetings
 | **A, I****A, I****A, I****A, I****A, I** |



* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
|  | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [2016 - 2021 Strategy](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **July 2021**