



Research & Innovation Administrator



ROLE DESCRIPTION

GRADE

Grade 4

LOCATION

Merchiston, Edinburgh

LINE MANAGER

Leader of Researcher
Development

ROLE SUMMARY

The Research and Innovation Administrator is responsible for providing professional support and advice for colleagues across the University in the areas of RKE, ethics and Governance and Early Career Researchers.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

MAIN DUTIES AND RESPONSIBILITIES

- To clerk the University Research Integrity Committee as required, assisting with agenda setting, circulation of papers and minute taking. To follow up action points arising and assure business continuity.
- To respond to researcher development and research ethics and governance queries, providing best practice advice or investigating the matter/ referring it with a view to resolution.
- Provide support to RKE, ethics and governance, and research degrees activity including clerking working groups
- Organisation, advertisement, and event management of workshops and conferences
- Project administration of internal initiatives to support career development, enhance reputation, and maximise income and to ensure continuity of research-related capacity build up.
- To assist with the strategic development of the research community and planning for REF 2020 and other forms of research assessment.
- To assist with the co-ordination, compilation and submission of cross-school and cross sector applications and final reports in response to Research Council and other strategic research funding initiatives
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

ESSENTIAL DESIRABLE

EDUCATION / QUALIFICATIONS

- | | | |
|--|---|---|
| • Degree level or equivalent demonstrable experience | ✓ | |
| • Numerate and analytical | | ✓ |

SKILLS / EXPERIENCE

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|---|---|--|
| • Previous experience of data analysis, synthesis and report writing. | ✓ | |
| • Highly computer literate with extensive experience of Microsoft Office, data management and transformation. | ✓ | |
| • Previous administrative experience. | ✓ | |
| • Knowledge of research contexts and processes. | ✓ | |



	ESSENTIAL	DESIRABLE
• Experience of committee servicing.	✓	
• Effective organisational skills demonstrated by a proven ability to successfully initiate, manage and complete projects.	✓	
• Excellent time management skills.	✓	
• Analytical and problem solving abilities.	✓	
• Outstanding verbal and written communication skills and the ability to communicate with a wide range of people at all levels.	✓	
• Ability to work under pressure and maintain a high degree of accuracy.	✓	
• Ability to plan and organise a large workload to meet internal and external deadlines.	✓	
• Ability to work independently and as part of a team.	✓	
• Some experience of event organisation.		✓
• Some experience of workshop presentation.		✓
• Appreciation of ethical issues and dilemmas.		✓
• A strategic perspective.		✓
• Evidence of gravitas/ authority.		✓
• Ability to represent the University externally		✓