

**Senior Research Administrator (REF)**

**GRADE 6**

**Job purpose**

To support the administrative delivery of Research activities across the [*College, school service*], servicing a number of essential, operational research functions. To assist with the implementation of strategic goals and research exercises involving REF, impact, and engagement, and provide expert advice to key stakeholders. You will be required to make key operational decisions in support of the Research administration service and will play a key role in contributing to a culture of continuous improvement.

**Main duties and responsibilities:**

1. Working collaboratively with key stakeholders [*Director of Research and Research Leadership team; Business Development Manager*] in co-ordinating engagement and knowledge exchange activities.
2. Provide supervisory support to the administration team, contributing to the delivery of an effective administration service, covering areas such as REF, impact and engagement and income tracking support.
3. Coordinate operational aspects of the REF exercise, monitoring and overseeing the review process, providing guidance to the research cluster coordinator; contributing to the operational aspects of Impact Case Studies, providing assistance in monitoring progress and maintaining the impact tracker database; and overseeing the collection of data to support the development of the environment statement.
4. Build and maintain up to date knowledge of the REF requirements, and related regulations to facilitate responses to high level enquiries.
5. Contribute to the development of the annual impact report assisting in the identification, recording, and monitoring of impact and needs assessment projects, providing operational support to achieve impact actions.
6. Responsible for the development of a database to record academic skills and expertise, facilitating connections with industry.
7. Act as a senior administrative contact for academic staff, providing authoritative advice in relation to research and knowledge exchange, including engagement activities where applicable.
8. Provide high quality support to senior academic and professional services staff in relation to income mapping and tracking and undertake administrative aspects of income distribution.
9. Liaising with {College, School, Service}, to identify and agree administrative support needs, and establish and manage systems and processes to effectively support research clusters and activities.
10. Identify and make recommendations on changes to internal processes and procedures, contributing to a culture of continuous improvement, enhancing service delivery, whilst meeting internal and external expectations.
11. Contribute to Accreditation activities by overseeing the collection, preparation, and presentation of research data, preparing materials and evidence as required.
12. Undertake any other reasonable duties as required by the team.
13. Engage in reasonable professional development activities as appropriate.

**Qualifications**

Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills through personal development and progression in a similar related role(s).

Scottish Credit and Qualification Framework level 8 (Scottish Vocational Qualification level 4, Higher National Diploma) or equivalent, and experience of personal development in a similar role.

**Knowledge, Skills, and Experience**

* Ability to work proactively and independently to prioritise, take appropriate initiative, and work without supervision.
* Able to maintain high standards of numerical and data accuracy, with attention to detail and professionalism.
* Excellent oral and written communication skills with the ability to interact effectively with stakeholders at all levels.
* High proficiency in use of IT platforms (e.g., Microsoft packages excel, work, outlook) and databases.
* Ability to use initiative and judgement to resolve problems independently.
* Ability to work flexibly and adapt to changing environments.
* Experience of analysing and manipulating complex data

**Desirable**

* Up-to-date knowledge and awareness of current issues of research within UK HEIs.
* Experience of working in a research environment.
* Experience of web editing and use of T4 web publishing software.
* Experience of using research databases (e.g., Academ and Enlighten)