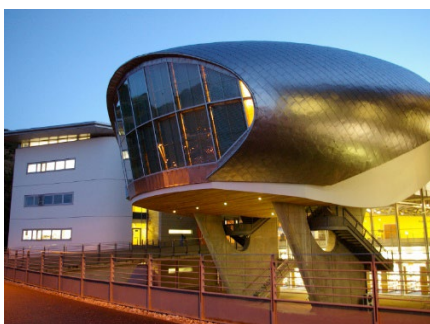


Research Project Administrator



Role Description

GRADE

Grade 4

LOCATION

Merchiston, Edinburgh

LINE MANAGER

External Projects Officer

Role Summary

The role holder will provide senior administrative support for externally funded Research and Innovation projects, including CPD initiatives, ensuring the associated project activities run smoothly and effectively.

The role holder will support research project compliance with funder requirements for financial tracking, collation of invoices and receipts, and will contribute to regular project reporting and any preparation required for audits. The role holder will also liaise with relevant professional services to ensure the effective co-ordination of research project activities, including CPD and Public Engagement, across the university.

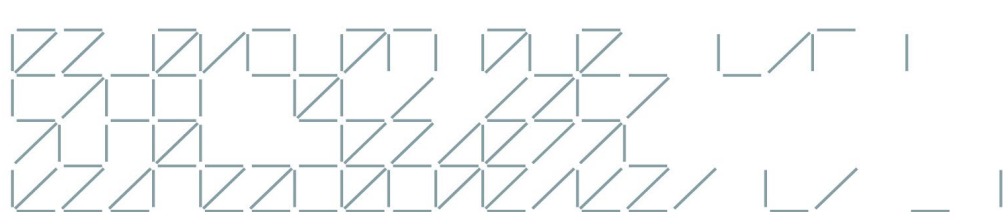
The role holder will work in liaison with the Principal Investigator of the research project(s) and any external partners on the project(s), staff in School Support Service (S3) and in Research, Innovation and Enterprise (RIE), taking overall responsibility for helping to achieve the aims of the research project in line with funder’s expectations. The role may be required to support multiple research and innovation projects simultaneously, based on the university’s current and future portfolio of externally funded projects. The role holder will therefore be required to plan, coordinate, and prioritise workload accordingly.

Line Management Responsibility for:

This role may have line management responsibilities if the externally funded research project also has a Research Support Assistant Grade 3 role as part of the project costs.

Main Duties and Responsibilities

- Provide effective senior administrative support to the externally funded research project
- Responsibility for Tracking, collating, and documenting financial expenditure on research projects via hard-copy and online invoices and receipts across all eligible cost categories
- Co-ordinate with the Principal Investigator and with project partners to ensure financial compliance against eligible cost-category expenditure on projects
- Responsibility for ensuring accurate data capture via relevant University systems (such as Worktribe, Agresso, MS forms etc) and the ability to analyse and track research project finances and other relevant project KPIs
- Provide narrative reports on project finances for review from the Principal Investigator and External Projects Officers team prior to submission to funders
- Liaise with other University service departments regarding the research project administration including assisting with purchasing requirements against the project
- Co-ordinate and plan activities for research project meetings and events, including travel, accommodation, catering arrangements and event feedback mechanisms to inform future events
- In collaboration with the Principal Investigator, attend project meetings, prepare papers, agendas and take minutes and actions
- Responsibility for creating, maintaining, and managing accurate and appropriate mailing lists and partner/customer contact information for the research project
- Provide an excellent level of customer service to all individuals accessing our services by phone, email or the website
- Any other relevant duties as may be reasonably be required by the Principal Investigator or External Projects Manager
- 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

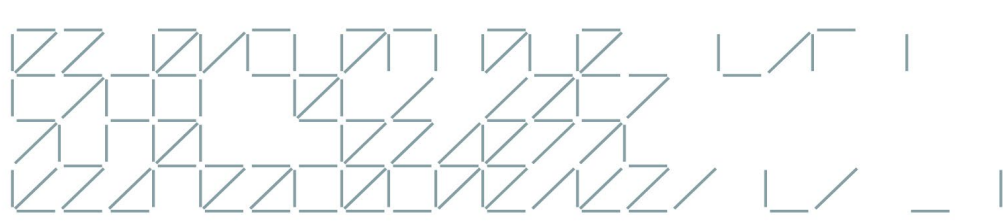
Education / Qualifications

- Degree or equivalent relevant professional experience

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Skills / Experience

- Experience of dealing with financial tracking of projects ✓
- Experience of Worktribe and Agresso, or equivalent research management and financial systems ✓
- Experience of preparing budgetary and other financial reports ✓
- Experience of working in a busy office/research environment ✓
- Excellent written and oral communication skills ✓
- Confident IT user of Microsoft Office tools (Word, Excel, Outlook, Teams) ✓
- Self-motivated and with good organisational skills ✓
- Ability to work on own initiative and to prioritise workload amongst competing priorities ✓
- Ability to work under pressure and to deadlines ✓
- Accuracy and attention to detail ✓
- Ability to relate successfully to colleagues, students and those external to the university ✓
- Experience of managing post-award research administration, including project finance costing in a Higher Education Setting ✓



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- Knowledge and understanding of UK research funding mechanisms and Horizon Europe research funding ✓
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- Experience of organising project events such as workshops or project collaboration meetings ✓
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- Ability to show initiative and creativity to help solve common issues or problems ✓
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