

**Research Support Administrator**

**GRADE 5**

**Job Purpose**

To provide comprehensive research management support and advice to Project Coordinators and Principal Investigators. Act as the main point of contact between College staff and Research Support Office team to resolve issues in order to provide proactive research management support.

**Main Duties and Responsibilities**

1. Support Project Coordinators and Principal Investigators in pre and post award activities including assisting in the preparation of funding awards.
2. Monitoring post award expenditure against budget and provide advice on the resolutions of project and financial queries, highlighting potential issues to the Principal Investigators and Project Coordinators, and liaising with the University Services Research Support Office to ensure maximum funds are claimed from funders.
3. To review, monitor and update project changes as appropriate ensuring that changes are within budget and allowable by funders, and updating University systems, as required.
4. To analyse exception reports from the research system to identify and resolve issues, escalating more complex problems as appropriate.
5. Assist with the provision and analysis of data for the College Research Support Office and for input to future submissions to the Research Excellence Framework (REF).
6. Assist with the development, testing and implementation of systems and procedures to ensure continuous improvement in the performance of the College Research Support Office service.
7. Maintain and ensure integrity of relevant project data on University systems.
8. Assist with ad hoc projects and other relevant duties as required within the College Research Management team
9. Undertake and participate in continued professional development activities.
10. 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 in a similar role.

Scottish Credit and Qualification Framework Level 7 [Advanced Higher / Scottish Vocational Qualification Level 3, Higher National Certificate] or equivalent, and experience of personal development in a similar role.

**Knowledge, Skills, and Experience**

* Detailed knowledge and understanding of maintaining databases.
* Knowledge of financial processes and systems.
* Experience of processing, manipulating and analysing data.
* Experience of using financial and/or costing systems.
* Excellent IT skills, including Excel, Word, and networked systems.
* Good analytical and problem-solving skills.
* Excellent attention to detail and ability to work with high degree of numerical and data accuracy.
* Initiative and judgement to resolve problems independently.