



Job Description

Research Administrator

Department: Chemistry

Grade: 6

Location: Bloomsbury Campus

Reports to:

*Senior Research Administrator,
Professionally responsible to the Departmental Manager*

Commission and a wide range of charities and industrial partners in the UK, Europe, and the USA.

Details about our research can be found on the departmental website <http://www.ucl.ac.uk/chemistry>

Context

The Chemistry Department

The Chemistry Department at University College London is the oldest in England, and today is one of the best in the UK, being ranked 3rd in the UK for its world-leading research in REF2021. We are located in Bloomsbury, at the heart of London, and offer an exciting and vibrant environment in which to study in one of the UK's top universities. The Department of Chemistry at UCL is committed to supporting excellence in both research and teaching. The department offers undergraduate BSc and MSci programmes in Chemistry and currently teaches ~750 undergraduates registered in Chemistry as well as students who select Chemistry on the Natural Sciences programme and first year Chemistry for life scientists. The department also offers a number of Postgraduate Taught Masters courses with about 80 students per year and has an overall PGR student school of about 200 students.

The Chemistry Department has over 60 members of academic staff carrying out world-leading research. We specialise in the areas of organic synthesis, chemical biology, computational chemistry, nanotechnology, inorganic and materials chemistry, physical chemistry and chemical physics. The department has an annual research income of around £15 million, derived from many sources including the Research Councils (EPSRC, BBSRC, MRC, and NERC), European

Main purpose of the job

This post holder will play a key role in providing support for the department's externally and internally funded research projects. The role will involve being supportive in managing the research proposal process, contracts, financial monitoring procedures, reporting and other grant project related tasks alongside Senior Research Administrator and, where relevant, the Principal Investigator.

Duties and responsibilities:

Proposal Administration

- Guide research staff through the submission process for research grants and contracts.
- Review funding guidance and ensure grant proposals are correctly budgeted.
- Liaise with UCL Research Services and UCL Consultants staff to enable the submission and approval of all grant applications.
- Assist with the submission of all research and contract proposals.
- Update management reporting spreadsheets for proposals and research grants.
- Provide management reports of research proposal applications, progress and successes.
- Assist with the management of internal research funds, including overseeing applications.

- Assist with the Worktribe approval process by alerting the Department Manager, Head of Department, and Dean (if applicable) in a timely matter when approval is required. Ensure approvals from other departments are received in a timely fashion and liaise with colleagues across departments if this is not the case.
- Responsible for the costings and contracts for all PhD studentships.
 - Create new Worktribe costings as needed based on agreements for EngD, DTP CASE conversion, iCASE or Impact PhD studentship.
 - Request the initiation of agreements through Worktribe for said studentships and monitor the progress of these. This will include liaising with colleagues across UCL, the PI and funder involved.

Award Set-Up

- Monitor progress and liaise with UCL Research Services Pre-Award staff and UCL Consultants with the completion of paperwork and generation of cost codes for awarded projects.
- Liaise with the Principal Investigators and facilitate the administrative processes for the set-up of new projects and grants.
- Liaise with HR staff includes sharing the documents needed to begin the process for appointment of research staff.

Financial Monitoring

- Run and review internal reports regularly to ensure expenditure complies with funder terms and conditions
- Run reports to identify under/over expenditure against budget and advise PIs

Reporting

- Liaise with awarders to ensure satisfactory reporting and handle enquiries.
- Support the processes for submission to the Research Excellence Framework (REF) by liaising with relevant staff such as Faculty Research and Enterprise Managers, Directors of Research and REF-eligible staff.
- Compile up-to-date list of research outputs and acts as Research Publications System master.
- Advise research staff on uploading outputs onto Research Councils research database.

Committees and Meetings

- Support with servicing committees/meetings, including production of agenda and minutes, as required.

Other duties

- Facilitate meetings and take minutes as necessary.
- Develop and maintain webpages associated with the grant and research project.
- Assist with the documentation of departmental processes and updating these where and when necessary
- Show a willingness to assist with complex, multi-institutional bids as and when required.
- Provide cover for and support other colleagues in busy periods or when staff are on annual or sick leave.

The job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

The postholder will actively follow UCL policies including Equal Opportunities and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The postholder will maintain an awareness and observation of Fire and Health & Safety Regulations.

To be aware of and act upon:

- Disciplinary procedure and disciplinary rules
- Grievance procedure
- Section 7 and 8 of the Health and Safety at Work Act

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Educated to A level or equivalent experience with GCSE Maths and English at Grade C or above	E	A
Undergraduate degree or equivalent level of knowledge and experience	D	A
Experience of working in a busy office environment with competing priorities	E	A / I
Knowledge and experience of research funding and related issues including familiarity with Research Councils and other UK/international funding agencies	D	A / I
Experience or understanding of university funding administration	D	A / I
Previous experience of working in a university or research environment	D	A / I
Skills and abilities		
Computer literacy, including competency in desktop applications including Microsoft Word, Excel and Outlook as well as ability to use spreadsheets with formulas	E	A / I
Excellent oral and written communication skills including spelling, punctuation and grammar and attention to detail	E	A / I
Capable of developing an understanding and ability to analyse research proposals and business plans and being able to offer constructive comments and feedback	E	A / I
Excellent interpersonal skills and the ability to develop effective relationships with internal and external staff at all levels including existing and potential commercial, industrial and research partners	E	A / I
Ability to independently prioritise and organise own workload in a proactive manner to meet time-critical schedules	E	A / I
Be willing and able to learn and use new systems quickly, including UCL specific systems such as WorkTribe and MyFinance	E	A / I
Good numeracy and data analysis skills with the ability to deal with high volumes of processing while maintaining accuracy	E	A / I

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Good reporting skills and ability to present data in a variety of methods	E	A / I
UCL Ways of Working for professional services		
Taking proactive steps where you see an opportunity to fulfil a need	E	A / I
Proactively seeking feedback on your work	E	A / I
Being practical and able to problem-solve	E	A / I