



Job Description

Research Evaluation Administrator

Grade: 6

Full-time position (1.0 FTE)

Funding is available until 31st December 2020 in the first instance.

Department: Office of the Vice-Provost (Research)

Location: UCL, Bloomsbury, London

Reports to

The post holder reports to the UCL REF Manager who is responsible for training and development and ensuring appropriate standards of performance and conduct.

research impact. The REF confirmed UCL's multidisciplinary strength, with outstanding results achieved across the subjects, ranging from biomedicine, science and engineering and the built environment to education, laws, social sciences, and arts and humanities.

Further details about UCL can be found at

www.ucl.ac.uk and <https://www.ucl.ac.uk/human-resources/working-ucl/why-ucl>

Context

UCL is one of the world's leading universities. Based in the heart of London, it is a modern, outward-looking institution with more than 12,000 academics, research staff and research students. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today. UCL's excellence extends across all the breadth of disciplines; from one of Europe's largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for the built environment (UCL Bartlett) and fine art (UCL Slade School).

UCL's present and former **staff and students** have included 29 Nobel Laureates. It is a truly international community: almost half of our students and nearly a third of staff are from outside the UK. More than half of its 41,500-member student community is engaged in graduate studies, with almost 6,000 of them pursuing research degrees.

In the most recent (2014) **Research Excellence Framework** (REF) exercise, UCL was rated the top university in the UK on the basis of 'research power' (grade point average x full-time equivalent researchers submitted), as well as the highest 'power' ratings for each element: research outputs, research environment and

The **UCL Vice-Provost (Research)** is responsible for:

- the strategy for – and the performance, distinctiveness and impact of – UCL's research
- attracting research funding; recruiting and retaining the best researchers; securing the provision of a suitable research environment and infrastructure; research evaluation, including achieving the best possible results from external research assessment; and delivering innovative and effective approaches to research management and planning
- adapting and implementing the [2019 UCL Research Strategy](#) in support of [UCL 2034](#), including sustaining and growing our disciplinary excellence and developing cross-disciplinary approaches to global challenges (UCL 2034 Principal Theme 3)
- developing and providing strategic coordination of flagship initiatives
- oversight of research operations on behalf of the UCL research community
- external representation and engagement on research and related issues
- the activities of the Office of the Vice-Provost (Research)
- with the Provost and other Vice-Provosts, providing institutional leadership.

Three Pro-Vice-Provosts – responsible for the Doctoral School, Library Services and Artificial Intelligence – also report to the Vice-Provost (Research).

The **Office of the Vice-Provost (Research)** [OVPR] facilitates, supports and promotes UCL research through seven broad strands of activity:

- research coordination and planning
- researcher development, including through the Doctoral School
- cross-disciplinary development and delivery, including Grand Challenges and Research Domains
- research evaluation (including the REF) and research integrity
- research impact (the influence of research on the world), including communications, events and public policy engagement
- research policy – both developing internal policies, and influencing and responding to external policies
- research operations governance.

The above activities are supported by a professional services team of administrators. The operational work of the OVPR administrative team is both challenging and complex. Continuous change is typical of the environment in which the team works and thrives.

The Office is responsible for the implementation of the [2019 UCL Research Strategy](#) in support of [UCL 2034](#), including sustaining and growing our disciplinary excellence and developing cross-disciplinary approaches to global challenges (UCL 2034 Principal Theme 3).

Further details about the Office of the Vice-Provost (Research) are available at www.ucl.ac.uk/research

The **2019 UCL Research Strategy**: presents a vision for how UCL can best support research over the next ten years; provides an adaptable framework for the pursuit of research and the activities of UCL’s researchers; sets a context for research undertaken at UCL in which discovery, analysis and invention are all part of the way UCL contributes to public good; and defines a supportive environment for individual researchers. The strategy presents nine objectives within three aims, alongside three cross-cutting themes:

Aims		Objectives	
1	Inspire and empower research leadership	1.1	Support breadth and diversity
		1.2	Nurture, develop and celebrate those engaged with research
		1.3	Cultivate diverse forms of research leadership

2	Cross boundaries to increase engagement	2.1	Champion cross-disciplinarity
		2.2	Build and support partnerships
		2.3	Encourage our research to thrive beyond traditional boundaries
3	Deliver impact for public benefit	3.1	Champion a broad definition of research impact
		3.2	Foster open and engaged research
		3.3	Stimulate societal impact through cross-disciplinarity and collaboration

Cross-cutting themes

- A Pursue a responsible research agenda
- B Exert our institutional influence for the greater good
- C Maintain a global perspective

Main purpose of the job

The post holder will provide a wide range of operational support across the Office of the Vice-Provost (Research), primarily supporting the UCL Research Excellence Framework (REF2021) Team but also being called upon to support other OVPR areas including the Research Impact Curation Support (RICS) team, the Research Integrity & Ethics team and occasional support to the Director of Research Evaluation. The post may also be called upon to provide general support to other diverse areas of the OVPR at times of peak activity. The post holder will be responsible for assisting with day-to-day administration, as required, including: diary management; arranging meetings and note taking; providing logistical support with events; dealing with correspondence; taking responsibility for filing; and other general operational matters.

Examples of activities may include:

- providing detailed support for activities relating to REF, Research Integrity and RICS;
- support for OVPR sponsored events, the UCL Impact agenda and research communication;
- support for OVPR Public Policy activity;
- support for Doctoral School projects and liaising with staff, students, and visitors on Doctoral School matters;
- support for UCL OVPR and Doctoral School partnerships such as LERU and the Yale UCL Collaborative.

The role requires interaction with a broad range of staff from across UCL's faculties and professional services at all levels of seniority, both within and external to UCL. This will involve providing support and guidance relating to REF2021 and other activities. Therefore a collegial, collaborative and professional attitude, willingness to help, and ability to remain tactful yet assertive are required in order to adequately execute the duties outlined.

Duties and responsibilities

The post holder is expected to undertake the following duties, liaising with other members of the administrative team as necessary and working with other key staff as appropriate, in order to ensure that the requirements of the Research Evaluation Team are met. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

Dedicated Support

Support to staff delivering the activities of entire Research Evaluation Team, primarily the REF Team, and RICS including:

- diary management and organising travel arrangements for team members;
- responding to (or referring to others as appropriate) a range of enquiries and correspondence, using initiative and knowledge of the working of the OVPR and UCL;
- organising meetings, including booking rooms and refreshments, arrangements for attendees, coordinating agenda and documentation such as preparing papers, presentations and itineraries, note taking, and all post-meeting administration;
- organising events, including the booking of venues, catering, speakers, attendees, and ensuring the event remains within budget;
- liaising effectively with internal UCL contacts (e.g. Human Resources and Finance) and external contacts (e.g. research, policy and governmental bodies);
- maintaining databases and using UCL systems, including MyFinance;
- being a first point of contact for staff, visitors and external agencies;
- maintaining and, where necessary, reorganising or establishing new filing and office systems;
- checking and maintaining office resources such as stationery and equipment, ensuring adequate stocks, as applicable;
- assisting other members of the team during peaks in workload, as and when required, and

providing cover for colleagues during periods of absence.

Other Duties

Other duties might include:

- maintaining familiarity with and observing UCL policies and regulations, particularly in relation to Finance, Data Protection, Equality, Diversity & Inclusion, Fire and Health & Safety;
 - continuing to develop skills and knowledge in work practices, policies and procedures;
 - participating in staff meetings;
 - undertaking training, as required;
 - any other duties within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.
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Supervisory arrangements and relationships

- The post holder will have no supervisory responsibilities of their own and they will report directly to the REF Manager.
- This 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 post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.
- The post holder will actively follow UCL policies including Equal Opportunities policies 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 post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Education to A-level standard or equivalent, or relevant experience.	E	A
Evidence of continuing professional development including regular attendance on internal and external study programmes.	D	A
Administrative experience in higher education and/or in a large and complex organisation.	D	A/I
An excellent understanding of World Wide Web technologies; using the internet to access and manage information on a regular basis	E	A/I
Proven experience of providing effective support in a complex organisation, including the effective management of often complicated diaries.	E	A/I
Experience of organising and managing events.	D	A/I
Experience of organising committees and / or meetings.	D	A/I
Experience of processing invoices and expenses using online systems	D	A/I
Skills and abilities		
Excellent numeracy	E	A/I
Excellent computing skills with a high level of competency in Microsoft Applications	E	A
Excellent command of written English, including grammar and spelling.	E	A/I
Excellent time-management and organisational skills and proven success in delivering results to demanding deadlines.	E	A/I
Excellent interpersonal skills, including diplomacy and discretion, and the ability to liaise appropriately and effectively with staff at any level of seniority.	E	A/I
Ability to work calmly under pressure in a busy environment.	E	A
Excellent command of written English, including grammar and spelling.	E	A
Personal attributes		
Tact, discretion and an understanding of and respect for principles of confidentiality.	E	A
A combination of personal initiative and the ability to work well as part of a team, including assisting colleagues at short notice.	E	A/I

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Current knowledge, understanding and application of equal opportunities and diversity issues.	E	A/I
UCL Ways of Working for professional services		
Knowing your key stakeholders and keeping them informed	E	I
Innovating and sharing with new ways to work efficiently	E	I
Proactively seeking feedback on your work	E	I

Apply

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ucl.ac.uk/jobs