

Post Details		Last Updated: 15/07/2021	
Faculty/Administrative/Service Department	Surrey Business School		
Job Title	School Administrator (Research)		
Job Family	Professional Services	Job Level	2b
Responsible to	School Administrative Officer		
Responsible for (Staff)	n/a		
Job Purpose Statement			
<p>Working closely with the School's Director of Research, Impact Lead, and with the Director of Postgraduate Research Programmes, the post holder will provide administrative support for the School's research activities (including its activities related to research impact) and for the delivery of PGR programmes. This will include assisting with administrative processes and activities including events intended to support the School's research and PGR activity.</p>			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. Provide administrative support for research and PGR programmes in support of the remit of the Director of Research and Director of PGR Programmes. 2. Provide administrative support to the School's research centres to ensure efficient use of staff research time and successful delivery of the centres' activities and objectives. 3. Provision of administrative support for organising of internal research related conferences and meetings. 4. Provide administrative support for the Director of Research and the School's Impact Lead in the delivery of initiatives such as Athena SWAN, Gender Equality Charter mark, Race Equality Charter, impact strategy and ethical approvals. 5. Give School level administrative support for the Director of PGR Programmes and the PGR teaching team including arrangements for shortlisting and interviewing of prospective PhD students, coordination of external teaching staff and ensuring that key dates and tasks are communicated across the team. 6. Service the School Research and PGR committees and working groups, organising meetings, taking minutes and ensuring actions are followed up. 7. Support the flow of information about the School's research with key colleagues within the School, Faculty and central service teams and support efforts to promote and publicise the School's research activities and events. 8. Work with colleagues at School and Faculty level to ensure that School web pages relating to research and PGR activities are kept up to date. 9. Provide support to academic staff requiring administrative support in connection with research, teaching, administrative services, events. <p>N.B. The above list is not exhaustive.</p>			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

Projects and tasks will mainly be initiated by the Director of Research, Impact Lead, and the Director of PGR Programmes. They will use initiative and judgement in the arrangement of immediate work priorities in order to react to changing priorities and conflicting demands, although they will need to demonstrate an ability to manage conflicting deadlines on occasion.

Problem Solving and Decision Making

The post holder will generally work within set guidelines and procedures and will handle routine issues on a day-to-day basis using their initiative and prior experience to find solutions to non-routine issues. In cases where problems are more complex or there is a conflict of priorities the post holder will be able to refer to their line manager or more senior colleagues.

Continuous Improvement

The post holder will be expected to reflect on current administrative procedures and processes and recommend improvements to their line manager to assist the School in the management of its research and PGR activity.

Accountability

The post impacts across the School, Faculty and other University Departments including Research Innovation Services (RIS) in the communication of data and information.

Dimensions of the role

There are no line management or budgetary responsibilities.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

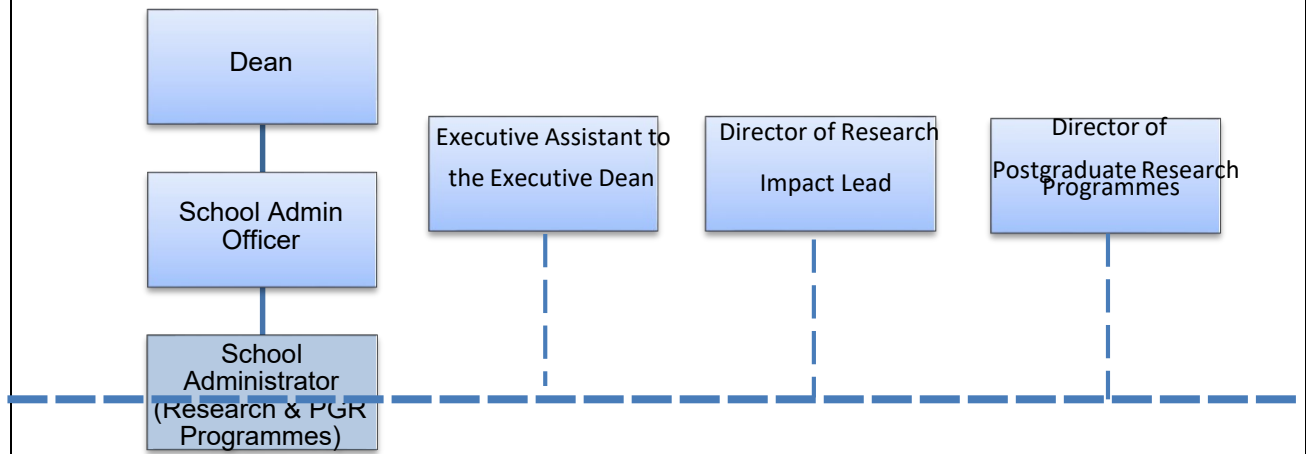
Minimum of GCSE Level English and Maths (Grade C or above) or equivalent qualification, plus some relevant work experience, ideally in a research-intensive environment or a significant amount of experience within a similar role

E

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/Desirable	Level 1-3
Good operational knowledge of Microsoft Office	E	2
Good operational knowledge of Microsoft Teams or ability to learn	E	2
Experience of using content management systems or ability to learn	E	3
Minute taking	E	1
Knowledge of challenges and objectives relating to research in Higher Education	D	n/a
Special Requirements:		Essential/Desirable
From time to time some flexible working will be required in particular to support evening, early morning or occasionally weekend events.		E

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3
Communication Adaptability / Flexibility Customer/Client service and support Planning and Organising Continuous Improvement Problem Solving and Decision-Making Skills Managing and Developing Performance Creative and Analytical Thinking Influencing, Persuasion and Negotiation Skills Strategic Thinking & Leadership	2 2 2 2 1 2 n/a n/a n/a n/a
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>	
Organisational/Departmental Information & Key Relationships	
<p>Background Information</p> <p>Surrey Business School is a mid-sized business school with over 100 academic staff members from around the globe, and a highly cohesive and collegial atmosphere. The school is accredited by AACSB, AMBA and was recently awarded the Advance HE Athena SWAN bronze award. We inspire positive change in business and society, individuals and organisations, locally and globally by blending the rigour of high-quality impactful research with excellent teaching and the strengths of a technology-led university. We are ranked 8th in the UK for business and economics and 61st in the world by the Times Higher Education World University Rankings 2021 by subject.</p> <p>The school's strengths are in digital innovation and technological transformation, international trade, leadership and organizational psychology and sustainability. Set in the beautiful countryside of Surrey with the convenience of bustling Guildford on your doorstep and London just 34 minutes away by train, the University of Surrey is an outstanding international University with an enterprising spirit.</p> <p>The school runs a full range of programmes including undergraduate, postgraduate and MBA programmes, as well as a PhD programme. The School works closely with a network of business partners and other stakeholders, boasting strong links with many technology-oriented start-ups and established firms in London, and the South-East of England. For further information, please visit the SBS website.</p> <p>The School has research strengths across a number of subject areas and hosts four successful research centres. This post is key to ensuring the continued development of research within the School and providing the Director of Research and the Director of PhD programmes with support to deliver the School's strategy in these areas.</p>	

Department Structure Chart



Relationships

Internal

- Director of Research
- Director of Postgraduate Programmes
- Impact Lead
- Dean
- SBS Senior Management Team
- Departmental Leads for Research
- Heads of Research Centres
- Faculty Research Facilitation Officer
- Research & Innovation Services
- Research students

External

- Peer institutions
- Research councils and other bodies