

### JOB DESCRIPTION

**Research Support Officer, Lancaster University Management School (LUMS)**

**Vacancy Ref: A817**

<b>Job Title:</b>	Research Support Officer	<b>Present Grade:</b> 7P
<b>Department/College:</b>	Lancaster University Management School, Faculty Office	
<b>Directly responsible to:</b>	Head of School Administration	
<b>Supervisory responsibility for:</b>	p/t Assistant, temporary staff	
<b>Other contacts</b>		
<b>Internal:</b> Associate Dean for Research; Heads of Department; Research Directors; Faculty Support Staff; Head of Marketing; University Research Support Office; University and School Finance Office; University Conference Office; Academic and Research Staff		
<b>External:</b> UK Research Councils, especially ESRC and EPSRC, and other funding agencies; diverse research collaborators and partners, government departments; commercial sponsors; the Association of Research Managers and Administrators (ARMA); AACSB, EQUIS; ABS		
<b>Major Duties:</b> To provide high level, pro-active support to the Associate Dean for Research in developing and pursuing the Faculty's research strategy including the administration, evaluation and governance of research-related activity. You will also provide effective advice and support for academic and research staff in the Faculty to facilitate applications for external research grant funding. You will work closely with Faculty staff, Research Directors and Heads of Department.  Located within the Faculty Office, you will be expected to develop strong links with the University Research Support Office in order to share knowledge, develop appropriate recording systems and develop best practice principles in research administration and management.		
<b>Key duties and responsibilities:</b>		
<b>1. Research support</b> Provide comprehensive support in pursuing the School's research strategy by undertaking activities such as:		
<ul style="list-style-type: none"><li>• Providing administrative support for the preparation for the Research Excellence Framework and other research evaluation exercises;</li><li>• Servicing the Faculty Research Committee, Research Ethics Committee and other School committees or working groups as appropriate;</li><li>• Providing guidance on ethical issues in research and to monitor ethical assessments of School research;</li><li>• Developing and implementing support systems and business processes for research support;</li><li>• Managing the research support budget, the Distinguished Scholar and Visiting Professor schemes and the research incentives scheme;</li><li>• Producing, monitoring and disseminating research reporting and data;</li><li>• Organising and delivering research events e.g. grant writing workshops, writing retreat, the Faculty Research Conference, policy information events;</li><li>• Supporting capacity building initiatives such as the Early Career Mentoring scheme;</li><li>• Ensuring accurate records (using PURE when relevant) of KPI metrics are kept e.g. faculty publications, grant applications, esteem and impact measures;</li></ul>		

## **2. Income generation and the management of grants and consultancies**

To support the AD Research in pursuing the Faculty's aim of increasing research income:

- Ensuring that faculty members are aware of research funding opportunities as they arise;
- Assisting faculty members in the preparation of grant specifications and bids including new proposals for the promotion of interdisciplinary research themes;
- Preparing cost research proposals in compliance with the principals of Full Economic Costing using the University's costing tool;
- In particular relation to EU bids, providing support for applicants in applying for EU funding, including the costing and contract negotiation of awards and liaison with bid co-ordinators to provide timely support and input from Lancaster partners;
- Identifying appropriate EU networks to promote activity of Lancaster colleagues on potential EU projects within and outside the UK;
- Seeking out consultancy opportunities that match with academic faculty priorities;
- Supporting holders of externally funded grants and consultancies in the management of their grant programmes;
- Ensuring appropriate monitoring of funded research accounts ensuring compliance and full utilisation of funds;
- Liaising with grant holders and provide advice and guidance on the management of research projects;
- Facilitating HR and accommodation arrangements for research related staff;
- Collaborating with the University's RSO to ensure the use of best practice principles in research support and administration.

## **3. General**

- Developing and implementing a research publicity and promotion strategy in liaison with the Head of Marketing;
- Developing and maintaining the Faculty research web pages;
- Maintaining an excellent working knowledge of LUMS researchers and their activities
- Keeping abreast of national and international developments in research funding
- Liaising and developing relationships with relevant external funding bodies;
- Participating in relevant research reviews, quality assurance, benchmarking, ranking and external accreditation exercises
- Supporting the AD Research in the development and implementation of the research strategy and metrics for measuring success
- Managing staff as required
- Contributing to the central faculty administration, raising awareness of the research strategy and encouraging broad support for achieving the School's aims and ambitions in this area.

To role holder must be willing to undertake professional development and any other duties required by the Associate Dean for Research or the Head of School Administration.