

**JOB DESCRIPTION**  
**Research Institutes Administrator**  
**Vacancy Ref: N1834**

<b>Job Title:</b> Research Institutes Administrator	<b>Present Grade:</b> 5S
<b>Department/College:</b> Research Services	
<b>Directly responsible to:</b> Post-Award Team Leader	
<b>Supervisory responsibility for:</b> none	
<p><b>Other contacts</b></p> <p><b>Internal:</b> Directors of Research Institutes, Research Services Office (RSO) colleagues, other colleagues in the directorate, Finance, HR, other Professional Services, academic staff, departmental officers, Pro-Vice-Chancellor for Research</p> <p><b>External:</b> Research funders (e.g. Research Councils, European Commission, Government Departments, Charities e.g. Wellcome Trust), other higher education institutions, project partners (e.g. industry partners), Association of Research Managers and Administrators (ARMA)</p>	
<p><b>Major Duties:</b></p> <p><b>General Institute Support</b></p> <ul style="list-style-type: none"> <li>▪ Act as a point of contact for the Lancaster Research Institutes (Data Science, Social Futures, Materials Science and Security Lancaster) and provide administrative support for the management of the Institutes and their budgets</li> <li>▪ Provide advice and guidance to Institute staff on University and research administration processes and liaison with central teams (e.g. procurement, travel team, finance and HR) to facilitate purchases, travel arrangements and HR matters</li> <li>▪ Arrange meetings and coordinate room booking and catering</li> <li>▪ Create and maintain databases of interested parties/contracts for each Institute</li> <li>▪ Support visiting students and researchers including recording and processing applications</li> <li>▪ Respond to grant queries from Institute Directors, Principal Investigators, and research funders and undertake post award administration for Institute research projects (e.g. monitor staff commitments on research projects, identify invoicing issues and resolve queries, coordinate completion of timesheets for grants as necessary, submitting claims, invoices and financial reports to funders, review projects budgets) in liaison with RSO post-award team</li> <li>▪ Provide administrative support for large collaborative grants, e.g. UK R+I, CDTs, Horizon 2020, held by the Lancaster Research Institutes.</li> <li>▪ Work with the RSO post-award team to prepare for grant audits when required to ensure timely and successful audit procedures</li> <li>▪ Maintain and update websites and Pure (research information system) records for the Institutes</li> </ul> <p><b>Event co-ordination</b></p> <ul style="list-style-type: none"> <li>▪ Liaison with the conference/workshop organiser to draw up an appropriate budget for the event</li> <li>▪ Responsibility for registration and payment procedure, including processing credit card transactions</li> <li>▪ Preparation of event materials and information packs</li> <li>▪ Attendance at offsite events to ensure smooth registration procedures and assistance with organisational matters</li> <li>▪ Maintenance of database of event delegates</li> <li>▪ Dealing with delegate enquires, assisting with travel and accommodation arrangements</li> <li>▪ Reconciliation of accounts on completion of conference/event</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>▪ Provide support to the Institute Directors and RSO staff, contribute to the overall work of the Institutes and RSO and undertake any other such duties as required from time to time and in accordance</li> </ul>	