

Job Description

Programme Research Administrator

UKRI Future Leaders Fellowship on Gender Inclusive Climate
Change Governance (GENCGOV)

Faculty of Management, Law and Social Science

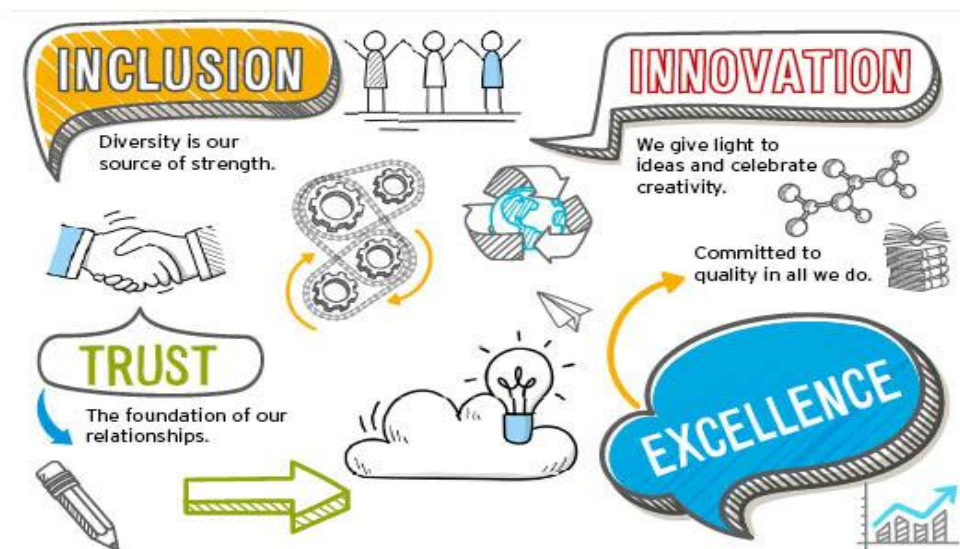


Brief summary of the role

Role title:	Programme Research Administrator
Grade:	6
Faculty or Directorate:	Faculty of Management, Law and Social Science
Service or Department:	School of Law
Location:	City Campus
Reports to:	Principal Investigator
Responsible for:	UKRI Future Leaders Fellowship project on Gender Inclusive Climate Change Governance (GENCGOV)
Work pattern:	50% FTE on Campus/70% FTE on Campus

About the Project

The University of Bradford is hosting an innovative UKRI Future Leaders Fellowship project that is focused on advancing gender inclusive climate change governance in three case study countries. The project aims to produce worldclass quality findings on the impacts of climate change on women and girls and to develop frameworks and strategies for policy engagement and



About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.

Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Degree or equivalent
Desirable	

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Ability to prioritise to manage peaks of activity• Experience of working on a research project• Excellent written and oral communication skills and a high level of attention to detail• Ability to work alone with clear direction and to manage own workload to set deadlines• Excellent organisational skills with the ability to prioritise work• Excellent customer service skills, with experience of responding efficiently and effectively to enquiries verbally or by email• Excellent data entry, analysis, and IT skills, including MS Office, email and web-based procurement
------------------	---

	<p>portals</p> <ul style="list-style-type: none"> • Ability to use tact, diplomacy and discretion in dealing with a wide range of problems and people. • Ability to use a creative approach to problem solving. • Experience of working with stakeholders at various levels in organisations such as governments and international organisations • Experience of taking minutes and providing information at meetings • Ability to oversee and train administrative colleagues • Demonstrable evidence of a commitment to Equality and Diversity in practice
Desirable	<ul style="list-style-type: none"> • Experience of working in multicultural teams • Experience of organising marketing and promotional events.

Personal attributes

Essential	<ul style="list-style-type: none"> • High level of enthusiasm, drive and flexibility • Approachable and personable with an ability to gain trust, confidence and respect amongst colleagues • Capable of individual initiative and team working • Ability to remain calm under pressure • Commitment to continuing professional development and a desire to develop in the role • Encouraging collaboration, creativity, and openness <ul style="list-style-type: none"> • Thorough and attentive to detail • Willing to undertake training as required • Applying the best ethical standards in everything we do
Desirable	

Main purpose of the role

The purpose of the role is to provide research administrative support to ensure successful delivery of the UKRI Future Leaders Fellowship project on Gender Inclusive Climate Change Governance (GENCGOV). The project is a multi-country study involving external partners from Kenya, South Africa, Nigeria, and the United Kingdom collaborating to advance knowledge about the impact of climate change on women and girls and drive policy changes to strengthen women's agency in the climate change governance process. Working with the Principal Investigator and other senior leaders, academics, professional service units as well as a wide range of external organisations, schools, colleges, professional bodies and industry partners, the role will ensure a high level of support and high professional standards. The role will also complete general office tasks; managing the GENCGOV e-mail box, booking rooms, organising workshops, training sessions, networking events, maintain and update calendar of events.

Main duties and responsibilities

1. To provide an efficient, comprehensive and professional research support service to the research project, in support of the work of the Principal Investigator, the Programme Manager, advisory board and the research project team.
2. To design and take full responsibility for implementing data management processes, ensuring that the research project team complies with the university's research ethics approval, information governance standards and University policy. To proactively liaise with the Programme Manager and the PI about data management.
3. To design and take full responsibility for managing the programme's administrative systems and processes to ensure accurate and appropriate maintenance of project records and files.
4. To actively support the governance of the programme through co-ordinating the preparation and circulation of monthly and ad-hoc newsletters and reports, liaising with the research project team, research partners, and other stakeholders, and organising and administering research project and steering group meetings, preparing agendas and minutes and tracking subsequent actions.
5. To be the primary point of contact for all matters relating to the research project with University colleagues, with university partners, with research participants and other stakeholders. It is expected that the post-holder will take full responsibility for dealing with enquiries proactively and without supervision.

6. To take responsibility for co-ordinating research activities for the research project team, such as organising site meetings, designing complicated data collection schedules, making travel arrangements and coordinating meetings with the advisory board and other stakeholders.
7. To manage PI's travel, and purchasing and procurement on behalf of the research project team using the advised University's processes and finance systems and liaising effectively with finance and purchasing teams.
8. To produce high-quality presentations and reports on behalf of the principal investigator and the programme manager, including sourcing relevant information/data, where required. To also produce high-quality marketing and communication materials about the research project and to use own initiative to maintain the programme's web pages, liaising with the appropriate university and project partners media and marketing staff.
9. To create newsletters and information materials about the research project for use at research field sites and by the university senior management and various stakeholders.
10. To undertake and manage discrete programme components (e.g. consultation events) on behalf of the Principal Investigator and the Programme Manager. This may include managing and scheduling large-scale events that are critical to the success of the research objectives and that involve the wider university community, various stakeholders and academic staff and providing administrative support to associated meetings. The post holder will have responsibility for liaising with key partners (internal and external to the University) in order to ensure that arrangements are clear and accessible and communicated to all parties effectively.
11. To build and maintain effective working relationships with the research project team and the University, liaising with members of staff across faculties and universities and participate in/contribute to relevant meetings and network groups.
12. In agreement with the Programme Manager, to support the programme team with general workload issues, which may include providing support at times when workload is high, or taking responsibility for issues/queries that are directed to them and seeing them through to a conclusion.
13. Map project deliverables and communicate with the PI and wider Faculty leadership on risks, deadlines and matters relating to governance/protocols from UKRI.
14. Work with the university marketing, comms teams and overseas partners to ensure effective comms for project activities/deliverables as needed.

15. To monitor the project budget liaising with the Principal Investigator, the Programme Manager and working closely with the Finance Department to ensure good financial management and accurate reporting and mapping of the budget spend in line with the project deliverables.
16. To be a second line of support for overseas-based research project team, and support the Programme Manager and the PI in organising or delivering training and development activities.
17. To co-ordinate and undertake sourcing, data entry and transcription.
18. To support the PI with closing out the project.
19. To undertake any other duties as commensurate with the grade and nature of the post.
20. To take part in staff development activities for personal development.