

Job Description

Job title	Research Project Administrator
Department	Sociology
Grade	FA5

Job purpose (a brief summary of the role)	To provide high level administrative and monitoring support to facilitate the smooth running of Professor Claire Blencowe's newly awarded ERC Consolidator Grant 'Religious Authority in Extractive Industry Struggles (RAIDS)'. This position will be hired at 0.5 FTE (18.25hrs per week) on a five year fixed-term basis, starting immediately. RAIDS builds on Professor Blencowe's research on the role of religion in the expansion of extractive industries in 18th-19th C British Empire by investigating contemporary phenomena and multiple faiths. It breaks new ground in decolonial-feminist participatory research, offering new ways to centre voices and insights of communities who confront extractive industries on the ground. It addresses urgent questions about power and justice within land and labour disputes that are intensifying in the context of climate catastrophe and post-carbon transition. By identifying and analysing the significance of religious authority within eight specific mining disputes located in India, Indonesia, Brazil and the USA (spanning multiple faiths) and theorising the role of religious authority in extractive industry struggles in general, the project will open new ways for scholars and activists to understand and challenge inequalities and injustice. The post holder will lead on day-to day financial management and administration of the project, planning and organising activities and events and managing funder liaison.
Duties and responsibilities	1) Provide assistance to Prof Blencowe and her research team and have overall administrative responsibility of ERC Consolidator Grant to ensure that the project is delivered on time, within budget, meeting reporting requirements in accordance with the funder terms and conditions and University regulations. 2) Manage accurate, timely budgetary systems for effective monitoring of the day-to-day finances for the projects, reviewing monthly reports and providing reports and forecasts of expenditure. Provide clarification to the PI and Research Finance as and when required and propose solutions to complex financial issues such as overseas sub-contracting, and advise on implications of various options, in conjunction with appropriate Departmental and central administrative officers. 3) Manage all financial transactions/procedures: purchase requisitions, travel claims and authorise sales and purchase invoices in compliance with University financial procedures ensuring spend is correctly completed, evidenced and approved to meet ERC audit requirements. 4) Support PI and research team in writing ethics statements, risk assessments, and applications for additional research funding, including managing timely submission of such documents. 5) Maintain records of project activities and data files, including records of data storage and archiving; ensuring that documents are filed in a timely manner in accordance with funder requirements; keeping records in preparation for interim and final reports

	and in compliance with University and ERC and funder financial and audit requirements. 6) Undertake day to day personnel administration for the project team, supporting the recruitment of project staff and casual researchers and all associated paperwork, liaising with relevant HR colleagues as required. Maintaining timesheets for staff on the project in compliance with ERC funder requirements, acting as proxy for the PI on University timesheet system as required. 7) To develop and implement strategies to achieve effective and visible communication and dissemination for the ERC project, including ongoing website development (with support from IDG and the Project Producer), content management and support of social media accounts, ensuring all project related outputs are labelled, logged and tagged correctly in line with ERC guidelines. 8) Assist the PI and team with the organisation of project meetings and external advisory boards to include scheduling, making practical arrangements, producing agendas, papers and minutes, attending as required and following up action points. Support with the organisation of events and conferences (international and otherwise) and other dissemination activities associated with the projects. 9) Arrange all travel and accommodation requirements (UK and overseas) for PI and research team, ensuring all costs are within the project's budget and in keeping with the standards and requirements of the projects and University. 10) To work with ERC lead and research team to ensure regular reviews and report updates where required of ethics applications and data management plans.
--	--

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Honours degree or equivalent experience	A
E2	Experience and demonstrable skills in an administrative role with previous responsibility for managing a complex activity or project.	A & C
E3	Excellent oral and written communication skills.	A & C
E4	Strong interpersonal skills, including the ability to build relationships, respect confidentiality, and the ability to deal with staff in a professional manner and exercise sensitivity to the complexity of working with vulnerable communities and transnationally.	A & C
E5	Able to work independently, using own initiative and without close supervision.	A & C
E6	Evidence of excellent problem-solving skills, delivering continuous service development and a willingness to seek and implement solutions.	A & C
E7	Able to devise, implement and manage accurate, timely budgetary systems for effective financial monitoring of project budget.	A & C
E8	Meticulous attention to detail.	A & C
E9	Able to organise events, on behalf of the Project(s), including complex activities such as academic workshops and conferences.	A & C
E10	High level of computer literacy (Microsoft – Word, Excel, PowerPoint)	A & C
E11	Able to understand and assist in research development documents including ethics statements, risk assessments and grant applications.	A & C
E12	Previous experience of working in higher education or similar context.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Previous experience of managing ERC projects and budgets.	A & C
D2	Previous experience of the University's finance system (SAP).	A & C
D3	Knowledge of University financial procedures and regulations.	A & C
D4	Experience of designing or maintaining websites and of basic web editing software (site builder)	A & C
D5	Experience, or linguistic competencies, that will assist with communications in any of the research sites (Brazil, India, Indonesia, USA).	A & C