

Job Description

Job title	Research Coordinator
Department	School of Law
Grade	FA4

Job purpose (a brief summary of the role)	To provide administrative support for the research activities of the School of Law, particularly assisting the Research Manager and Director of Research.
Duties and responsibilities	1. Research Support a) Support the administration of a portfolio of research grants, ensuring compliance with funder terms, reporting requirements, budgets and University policies. b) Support the activities of the Law School's research centres and clusters. c) Support the Law School's academic visitor programme. d) Service the Law School Research Committee and other research-related committees and groups, including publication of agenda and papers and minuting of the meetings. e) Provide administrative support for the recruitment, appointment, and payment of the Law School's research assistants. f) Contribute to the maintenance and development of the research sections of the Law School's website. g) Provide content for the Law School's research webpages and research newsletter. 2. Finance a) Support effective financial administration within the Law School by assisting with external bookings for travel, accommodation, and conferences, raising purchase orders, processing invoices, processing expense claims, and ensuring compliance with the University's financial regulations and procedures. b) Support accurate and timely budgetary systems for effective financial monitoring of the Law School's research projects and other research activities. 3. General a) Other ad hoc duties as required and as appropriate to the nature and level of the role.

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	Educated to A Level standard, or equivalent professional experience	A & C
E2	Experience of working as part of a team in a busy, customer-focused service environment	A & C
E3	Experience of working in an administrative role	A & C
E4	Good interpersonal skills, including the ability to build relationships with colleagues of all levels in a sensitive and professional manner	A & C
E5	Good communication skills, both oral and written	A,B & C
E6	Strong IT skills and knowledge of relevant software packages, including MS Office, and the capacity to rapidly master new software	A & C
E7	Good personal organisation skills, including the ability to prioritise, to multitask, and to work under pressure to strict deadlines	A,B & C
E8	Ability to understand and learn procedures rapidly and then apply them accurately and appropriately with strong attention to detail	A,B & C
E9	Good numeracy skills	A,B & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Experience of working in Higher Education	A & C
D2	Experience of financial administration	A & C