Job Description

Post title	Senior Research Operations Officer
Faculty / Directorate (Tier 1)	Faculty of Natural, Mathematics & Engineering Sciences
School / Division / Department (Tier 2)	Department of Mathematics
Grade	5
Reporting to	Research Operations Manager
Line management	n/a
Job category	Professional Services
Job function	Research Operations

Role Purpose

The Senior Research Operations Officer is a key position in the Department of Mathematics, within the Faculty of Natural, Mathematical & Engineering Sciences (NMES), playing an important role in supporting research operations within the Department. Responsibilities include having oversight of allocated research activity including data collection and budget monitoring, web updates and ensuring that research staff and academics in the department receive high-quality support.

The post will report to the Research Operations Manager. The post will also work closely with the Faculty research team.

This is currently a hybrid role where the role holder would spend part of their working week on campus and part of the week working remotely. The department is located on the Strand Campus at the heart of central London.

Celebrating diversity and supporting staff is important to us and we offer a range of provision including flexible working, caring support (including a Parenting and Carers Fund and the Carer's Career Development Fund), training, and a variety of diversity and inclusion networks. Staff can apply for flexible working to help them balance the demands of their professional and personal commitments and we offer comprehensive leave policies for parental, adoption, surrogacy, dependant, and shared leave.

Key Responsibilities

- Manage and maintain oversight of allocated research activity in the Department.
- Ensure that research activities are compliant with internal and funder policies, working closely with central and Faculty teams.
- Monitor, report, and analyse grant financial information.
- Advise academics on grant finances and prepare forecasts for them.
- Support academics and PS colleagues with the completion of quarterly, annual, and ad-hoc grant reports as required by the College and funding bodies.
- Proactively support the Pre- and Post-Award activity of large/complex grants.

- Develop and maintain a high level of knowledge on research funder policies, and university process and policy surrounding research grant administration.
- Provide support to research-related committees or meetings as required.
- Develop a good understanding of the university's research information and finance systems (Worktribe, PURE, Business World), and assist academic and professional services colleagues.
- Produce research management information reports and perform analysis.
- Develop a good understanding of Open Access publication policy and liaise with the Library as required.
- Provide administrative support to preparations for submission in the REF exercise, including coordinating output reviews and entering information on PURE.
- Support the development of an inclusive research culture across NMES.
- Support the research related activities of the Enterprise & Engagement function, including impact and engagement.
- Add content to and maintain data on the Department's information platforms – intranet, internet, SharePoint, timetabling etc.
- Support research-related events in the department, such as seminars, via updating webpages, advertising and general administration.
- Support the research-related activities of the PGR team, including liaison with faculty PS colleagues when required.
- Contribute to and promote ideas that can help improve research management support provision and ways of working.
- Maintain professional knowledge by attending educational workshops; reviewing professional publications; establishing personal networks and participating in the Research Management Network and professional societies.
- Be a proactive member of both the Department and functional teams.
- Work closely with colleagues from across the Faculty and wider organisation in the timely and efficient delivery of projects and activities.
- Deputise for the Research Operations Manager as required.
- Undertake any other duties as required by the Senior Department Manager or Senior Research Operations Manager.

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Our Expectations

There are some key duties and responsibilities that we ask all employees to adhere to.

We ask that the successful candidate:

- Positively contributes to an environment at King's that truly represents Our Principles in Action where every individual feels safe, secure, and supported.

- Complies at all times with the requirements of health and safety regulations to ensure their own wellbeing and that of their colleagues.

- Develops an understanding of sustainability, including its impact on the University and the work we do, and engages in sustainable practices in the workplace.

- Ensures they are working in a safe environment, complying with policies and regulations, ensuring confidentiality and only releasing confidential information obtained during the course of employment to those acting in an official capacity.

- Complies with King's protocols on the appropriate use of telephone, email and internet facilities.

Equal Opportunities

At King's, we believe that the diversity of our community and a culture that is welcoming, open, inclusive and collaborative, are great strengths of the university.

The Equality Act of 2010 protects the rights of our students and staff and provides a framework to fulfill our duties to eliminate unlawful discrimination, harassment and victimisation and in addition, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not. At times, this will include balancing rights and beliefs that can feel in tension.

We are committed to free speech and to academic freedom, believing that our foundational purpose as a university, is to create spaces where a wide range of ideas, including ideas that are controversial, can be discussed and debated, and where members of our community can express lawful views without fear of intimidation, harassment or discrimination.
We welcome your thoughts on how organisations can create an inclusive environment, including one which supports free speech and the exchange of a wide range of ideas.

When engaging in the robust exchange of ideas, we ask that our community is mindful of our Dignity at King's guidance

Additional Information

Is Disclosure and Barring Service Clearance (DBS) required for this role:
☐ Yes ☐ Unsure ☒ No

Does this role require the post holder to undergo any Occupational Health Clearances?
☐ Yes ☐ Unsure ☒ No

Does this role require the post holder to hold a King's Health Partners Passport (KHP)?
☐ Yes ☐ Unsure ☒ No

Person Specification

Post title:	**Senior Research Operations Officer**		
Grade:	**5**		
Criteria:	**To be assessed via:**		
Essential:	**Application** *(this will used for shortlisting applications)*	**Test / Assessment**	**Interview**
Excellent written, oral and interpersonal communication skills, with the ability to communicate clearly and appropriately with staff at all levels	x	x	x
Highly numerate and analytical with understanding of budgetary planning and procedures	x	x	x
Excellent organisational and time management skills, with the ability to prioritise effectively, and work to tight deadlines	x		x
Ability to work effectively both independently and as part of a team	x		x
Excellent IT skills, including experience of using and manipulating databases and other electronic resources	x		x
Ability to interpret complex ideas and communicate these effectively to others	x	x	x
Desirable:	**Application**	**Test / Assessment**	**Interview**
Educated to first degree level or equivalent	x		
Experience of supporting research activity within the Higher Education sector and an understanding of the research funding landscape			x
Experience of dealing with budgetary and financial procedures			x

Last reviewed date:	October 2026

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