

Job Description

Job Title:	Research Administrator
Career (R&R) Level:	Team Member
Department:	Library & Learning Skills
Reporting to:	Researcher Support Manager
Location:	Homeworker, or any UK campus
Direct Reports:	N/A

Library & Learning Skills Service

The Library & Learning Skills (LLS) Service at the University of Law supports all students and staff, regardless of location. We have physical libraries at each of our UK campuses, alongside online collections and support, supporting students studying online or at partner institutions in the UK and globally. Our four teams (Collections & Research, Learner & Enquiry Support, Programme & Learning Enhancement and Study Skills) provide the professional expertise and high quality, relevant, accessible resources to equip our students and staff with the information literacy, digital and academic skills to navigate learning and teaching at the University of Law with confidence, and to excel in their lives beyond.

Main function of Job

The Research Administrator provides essential administrative support to facilitate the smooth running of research activities at the University of Law. The postholder assists with research-related processes, maintains accurate records, and supports researchers and the Researcher Support Manager with compliance, reporting, and coordination activities. The Research Administrator supports colleagues to use the University's institutional repository of research outputs and data. They are also responsible for providing administrative support to students and staff undertaking research and scholarly activity, including ensuring awareness of key concepts such as Open Access (OA).

Key responsibilities include:

- Providing day-to-day administrative support for research activities across the institution
- Answering basic queries from researchers about submitting their work to the repository, signposting guidance and offering basic training
- Maintaining research-related records and the University's institutional repository, ensuring accuracy and accessibility and escalating any queries to the Researcher Support Manager
- Assisting in the preparation of research-related reports, correspondence, and documentation
- Supporting the organisation of meetings, taking minutes and ensuring follow-up actions are recorded and tracked
- Providing administrative support in relation to training and workshops on topics related to research activity

Reporting Line:

- The Research Administrator reports to the Researcher Support Manager, with a dotted line to the Academic Developer (Research).

Specific Responsibilities:**Research Support**

- Support the implementation and usage of the institutional repository at the University
- Track grant application deadlines and process research grant submissions
- Manage records of ethics applications and coordinate with researchers to ensure timely submission of required documentation
- Provide logistical support for research-related events, workshops, and training sessions
- Act as a first point of contact for routine research-related queries and direct them to the appropriate colleagues
- Assist in collating research outputs to raise the profile of research activity at the University and support any future submission to the Research Excellence Framework (REF)

Budgeting and Financial Monitoring

- Support researchers with budgets and financials for awarded projects
- Regularly monitor expenditure on projects and update forecasting
- Book travel and accommodation for research-related travel and ensure timely payment of invoices related to conferences and research events
- Prepare and process purchase orders, invoices, and expense payments related to research activities and events
- Produce project reconciliations to ensure accurate monitoring of income expenditure

Event and Meeting Administration

- Assist with planning and organising internal meetings and meetings with partners and external audiences, such as project calls and workshops.
- Provide event support from planning through to event delivery for partner events, meetings and symposia
- Provide support with booking rooms/venues and catering as required, issuing invitations, drawing up and circulating agendas, managing registration, taking minutes
- Manage bookings with external venues and partners

Communication

- Contribute to the continuous improvement of research administration processes, and provide timely communication about updates to relevant colleagues
- Maintain up-to-date information on the University's internal research webpages and LLS website
- Update periodically the external research webpages to increase visibility of the University's researchers and research activities
- Assist with drafting communications and newsletters related to research activities
- Coordinate the circulation of research-related updates and information within the University
- Manage social media communications related to research activities at the University
- Support the Researcher Support Manager to increase awareness of the key concepts and policies within research support (such as OA, copyright and intellectual property) for all University staff and students

Customer Support

- Develop productive working relationships with Academic and Business Professional colleagues across the University, as well as with external collaborators
- Support the Researcher Support Manager in resolving repository issues and research enquiries
- Provide professional and timely responses to research-related enquiries
- Maintain a high standard of confidentiality whilst ensuring all relevant staff are kept fully informed of any issues arising, especially when managing sensitive research data
- Proactively seek feedback and contribute to quality assurance activities

Teamwork

- Work with the wider team of librarians and the Academic Developer (Research) to support the development of colleagues' research activities
- Contribute to maintaining a constructive, supportive and friendly working relationship with all service users, external and internal, immediate and senior management and other colleagues in order to maintain high levels of client support or delivery
- Establish and maintain strong links with the University's researchers, Programme Leads and the Academic Development department
- Work with colleagues to build and enhance understanding of the research process across the University and within LLS

Professional Skills

- Actively take responsibility for own personal career development and networking
- Undertake training as required
- Develop and maintain an awareness of the higher education research landscape and keep up to date with developments or changes

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by their line manager, the Academic Developer (Research) or other senior colleagues within the LLS or Academic Development teams.

The job holder has a duty to take reasonable care for the health and safety of themselves and of other persons with whom they come into contact at work. The job holder also has a duty to co-operate with the University in complying with any statutory duty or requirement concerning health and safety at work. In particular, they must familiarise themselves with the Health and Safety Policy and its safety and fire procedures.

This job description is to be read in conjunction with the relevant Roles and Responsibilities Career Level document.

Job description is correct at July 2025. It may vary in consultation with the post holder to reflect changes within the marketplace, in LLS, and the University.

Signed by:

Print Name:

Date:

Person Specification

Job Title: Research Administrator
 Role: Team Member
 Department: Library and Learning Skills

1. TRAINING & EDUCATION

Essential	Desirable
Educated to A level or equivalent experience with GCSE Maths and English at Grade C or above	Educated to degree level in any discipline

2. EXPERIENCE

Essential	Desirable
- Significant experience in an administrative role - Experience of working in a customer service environment	- Experience of working in an administrative role related to research - Experience of supporting research or research data management

3. SKILLS & KNOWLEDGE

Essential	Desirable
- Excellent organisational, time management and prioritising skills - Excellent communication skills - Computer literacy, including competency in desktop applications such as Microsoft Word, Excel and Outlook as well as the Internet - Ability to maintain accurate financial records and analyse budgets and produce management reports	Ability to draft research communications, including drafting content for websites, newsletters, or social media platforms and blogs

4. BEHAVIOURAL SKILLS

Essential
- Excellent interpersonal skills and the ability to develop effective relationships with internal and external stakeholders - Able to work as part of a team - Proactive and flexible - Reflective practitioner - Able to work on own initiative and prioritise own workload - Able to work under pressure to competing deadlines

5. SPECIAL CIRCUMSTANCES

Essential
Willingness to travel to other campuses as needed