

Research and REF Administrator

Department:	Research, Enterprise and Knowledge Exchange
Grade/ Salary:	Grade 5 - £30,629 - £34,919
Contract Type:	Permanent
Hours:	Full time
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants.

Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Together
we are different

Department of Research, Enterprise and Knowledge Exchange

The Department delivers the University's Research, Enterprise and Knowledge Exchange Strategy. The Pro-Warden for Research, Enterprise and Knowledge Exchange provides academic leadership of this area and the Department is under the strategic management of the Director of Research, Innovation and Knowledge Exchange who reports to the Pro-Warden. The Department as a whole supports: the development of research and knowledge exchange bids; post-award management (including statutory reporting); the university's compliance with codes of conduct, ethics and other regulatory requirements; business enterprise and knowledge exchange, IP and spin outs; the university's REF submission; and civic and public engagement.

About this role

Reporting to: Deputy Director of Research and Enterprise

Summary:

The role holder will be responsible for supporting the day-to-day activities within Research and Enterprise. S/he will work with colleagues in Research and Enterprise to develop and implement improved systems and processes to help enhance the capacity of Goldsmiths to secure and manage research and enterprise income, as well as providing support for REF initiatives.

We are seeking a motivated professional, with an established track record of working in a research environment. Flexible and versatile, the post-holder will have proven communication, collaboration and numeracy skills. S/he will be adept at working collaboratively with others as part of a team, as well as taking responsibility for the delivery of particular tasks and functions.

Main duties:

- To support the day-to-day research and KE activities in Research and Enterprise, providing support for grant capture and financial oversight.
- To assist with relevant REF initiatives, including but not limited to post-REF 2021 activities and communication, as well as preparations in the lead-up to REF 2027.
- To service relevant committees and groups (as and when needed).
- To assist with the organisation, promotion and financial expenditure processing for workshops and other events.
- To work with other colleagues within Research and Enterprise on the College's researcher development programme, including initiatives specifically relevant to REF.

- To support (where appropriate) the maintenance of records on the College’s online research grants management system, Worktribe.
- To work effectively as part of a wider team, providing support to other colleagues as appropriate at certain ‘pinchpoints’.
- To draft reports, analysis and other content for internal and external audiences, including content for the College’s website and intranet.
- Undertake any other duties as may reasonably be required.
- Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.
- At all times help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy.

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form	C = Certificate
I = Interview	R = Reference
T = Test	P = Presentation

	Category
Essential Criteria 1 - Qualifications	
Educated to a degree level or equivalent	A, C, I
Essential Criteria 2 - Experience	
Experience of research grant management	A, I, R, T
Experience of managing competing priorities, meeting deadlines in a busy environment	A, I, R
Desirable Criteria 2 - Experience	
Previous experience of working within the UK HE sector	A, I, R
Desirable Criteria 3 – Knowledge	
Knowledge of the research and KE funding landscape	A, I, R, T
Essential Criteria 4 - Skills	
Strong communication (written and verbal) and interpersonal skills	A, I, R, T
Excellent numeracy skills and solid working knowledge of Excel, Word and MS Teams	A, I, R, T
A flexible approach to carrying out day-to-day duties, ability to prioritise effectively a varied workload and meet demanding deadlines	A, I, R
Essential Criteria 5 - Additional Attributes	
A pro-active, collaborative, customer-orientated approach, and dedication to providing high-quality service	A, I, R
An enthusiastic, self-motivated individual, able to work effectively with internal and external stakeholders at various levels of seniority	A, I, R

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.

For more information about the role, please contact Jennie San e-mail j.san@gold.ac.uk

March 2022

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.