

## RECRUITMENT PACK

This document includes the following information:

- Job Description
  - Person Specification
  - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 30 April 2018

Interviews are planned for: 30 May 2018



**JOB DESCRIPTION – Job ref REQ01283**

<b>Job Title and Grade:</b>	Research Support (Costing) Assistant, Grade 6
<b>Contract:</b>	Permanent, Full-time
<b>Hours:</b>	36 hours per week
<b>Salary:</b>	£25,728 - £28,936 per annum
<b>Department/Section:</b>	Research and Enterprise Office
<b>Responsible to:</b>	Director, Research and Enterprise Office
<b>Reports on a day to day basis to:</b>	Senior Research Support Assistant (Pre-Award)
<b>Purpose of job:</b>	The postholder will work as part of a team carrying out a range of activities concerned with the University's research grant applications and research support activities.

**Duties of the Post:**

The main duties of the post will include:

1. Preparing the project costings for research grant applications to external funders in accordance with research costing methodologies (Full Economic Costing).
2. Assisting and providing guidance to Academic members of staff to ensure all eligible direct and indirect costs have been included in the costings.
3. Meeting with Academic members of staff to discuss their requirements when they first approach the Office, or at an appropriate stage of the application process.
4. Advising Academic members of staff on the correct approval process in accordance with the University's procedures, and ensuring that the application receives final authorisation.
5. Familiarising oneself with funders' web-based electronic grant application systems and providing technical advice and support to individuals on the use of these systems.
6. Checking that the application complies with the funders' terms and conditions and that the budget has been appropriately calculated and presented.
7. Liaising with external funders to resolve queries arising as part of the application process.
8. Liaising with other collaborating organisations to obtain their costs for inclusion in the application where appropriate.
9. Taking responsibility, as experience grows, for applications, but referring to the Senior Research Support Assistant and/or the Deputy Director (Research Support) in cases of a non-standard nature.
10. Keeping up to date with the funders' Terms and Conditions, noting any changes, and assisting with the dissemination of this information.
11. Contributing to the ongoing development of the University's Research Management Administration System (RMAS) in relation to Pre-Award applications and costing processes.
12. Contributing to the development of tools and training materials for the Academic and the Departmental Administrative staff.

13. Any other duties as may be assigned from time to time by the Director of the Research and Enterprise Office or their nominee.

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

April 2018

## PERSON SPECIFICATION

<b>JOB TITLE: Research Support (Costing) Assistant</b>
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### Qualifications /Training

	Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Educated to 'A' level or equivalent qualification, including Mathematics and English</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Experience/Knowledge

	Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Proven experience of financial control, budgeting and administrative experience</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Excellent organisational skills with a methodical approach and attention to detail</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Excellent communication skills, both oral and written</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of managing competing priorities, meeting deadlines in a busy environment</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Excellent skills in the use of PC-based IT tools. Word and Excel are essential</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of a customer service environment</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
<ul style="list-style-type: none"> <li>▪ The ability to develop a good working understanding of the research grant funding methods and processes of UK Research Councils, the EU, Charities and similar organisations</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ The ability to network with a wide range of people</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Good working knowledge of costing and preparing externally funded research proposals</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience in the use of databases, and costing software</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Familiarity with the Higher Education Sector and an understanding of research grant application activity</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Ability to work both as part of a team and under own initiative</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Tact, diplomacy and the ability to persuade</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Other

	Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Ability to meet the requirements of UK 'right to work' legislation*</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

## ADDITIONAL INFORMATION

### Research and Enterprise Office

You can find more information about the department at the following link  
<http://www.essex.ac.uk/reo/>.

The Research and Enterprise Office (REO) supports the Pro-Vice-Chancellor (Research), in the development and implementation of the University's Research and Knowledge Transfer Strategies.

The REO delivers services to the University's academic and student communities to support a range of research and enterprise activities and also contributes to the facilitation of services to business as well as to the wider economic community. Its range of activities includes:

- Research and enterprise policy and research governance and ethics;
- Identification of funding opportunities;
- Supporting the development and submission of research grant applications
- Grant and contract negotiation, costing and pricing;
- Academic enterprise, including the management of intellectual property, the commercialisation of research, licences, spin-outs and consultancy;
- Business Incubation facilities;
- Student enterprise, including the management of a student incubator facility;
- Business and management training and professional development studies;
- Engagement with local and regional communities;
- Promoting the University's research expertise and related services and managing the resulting customer relationships.

### General information

Informal enquiries may be made to Shereen Anderson, Deputy Director (Research Support) (telephone: 01206 872169 e-mail: shereena@essex.ac.uk. However, all applications must be made online.

### People Supporting Strategy

Please find a link to the People Supporting Strategy following:  
<https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf>

### Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)



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