

JOB DESCRIPTION

| | | | |
|-------------------|---|--------------|----------|
| Job Title | Research Support Coordinator | | |
| Reports to | Assistant Director, Research Support | | |
| Department | Research and Faculty Office | | |
| Job Family | Business Services | Level | 3 |
| | | Band | E |

About the School

At London Business School we have a profound impact on the way the world does business. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

The Research and Faculty Office is responsible for providing support for faculty as follows:

(a) Faculty Support

- Support for Subject Areas through the management and guidance of subject area managers
- The HR function for faculty, including the administration of the teaching point system
- Managing the operation of the following Committees: Management Board and Faculty Board.



JOB DESCRIPTION

(b) Research Support

- Support for the research activities of faculty, including providing an interface with external research grant-funding bodies and assisting faculty in obtaining funds from them
- Managing the School's Behavioural Research Lab
- Managing the operation of the following Committees: Research Centre Review Committee and Research Ethics Committee

(c) Managing the PhD programme

Job Purpose

The post-holder is a member of the research support team. In that capacity s/he is expected to help provide a supportive and professional research environment to faculty within the School. This includes sharing information with faculty about the School's internal schemes for supporting faculty research and advising them about the external funding opportunities available; and working with them to help them obtain the research funds they need. The post-holder will play a key role in working with the Director (RFO) and Deputy Dean (Faculty) in the review of the processes and procedures of the School's research funding schemes, with a particular focus on the Internal Research Fund and the Outreach (KE) Fund.

The post-holder is also responsible for helping maintain the School's research support infrastructure through the maintenance of the website; working with the Library responsible for the curation and day to day maintenance of the School's Institutional Eprints Repository; and significantly contributing to embedding our research management systems to support the School's research activities. The individual would also be expected to provide research data for a variety of purposes, e.g. accreditation requests, research rankings, analysing the impact of our research on the world, and the research excellence framework and its successors.

The post-holder will work under the guidance of an experienced Assistant Director, Research and will receive support and training required to meet the overall objectives of the role and gain an understanding of the research grant administration environment.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Delivery and Support (Faculty)

- Proactive development of close relationships with faculty in a group of subject areas
- Professional and accurate advice and support is given to faculty who are seeking external funds to support their research.
- Appropriate funding opportunities are identified and actively disseminated to faculty by providing relevant information taking into consideration individual faculty research interests.



JOB DESCRIPTION

- Development of high quality grant proposals by providing faculty with support in application development and the required content of proposals in line with funding body rules and regulation.
- Act as facilitator in driving the business of the research support team.
- Working with the Assistant Director, Research Support, to keep the overall needs of faculty and grant funding opportunities under review.
- Provision of training to Faculty and Subject Areas to upskill, educate, and connect with colleagues on the research support service and wider HE research landscape.

Delivery and Support (External Grant Funding Bodies)

- Be seen as the resident expert on grant funding opportunities offered by external research grant awarding bodies (Charities, and charitable foundations e.g. Leverhulme Trust, British Academy, Wellcome (social sciences seed award scheme), Newton, other overseas entities e.g. UKAid, AXA).
- Information on grant funding is kept up-to-date and shared with the other members of the research support team on a regular basis, making use as applicable of the in-house shared spread sheet and team meetings so that all members are able to advise faculty about these opportunities.
- Work with the Research Support Manager to update and circulate the Research Funding Newsletter to Faculty, and generate ideas for innovation in the design and content.

Analysis and Reporting

- Report on, and analyse data relating to the impact, reach and significance of our research.
- Independently collate, cleanse and analyse data in a timely manner, and make recommendations based on analysis to support the department's decision making process for the periodic research excellence framework, and the annual internal review of faculty research performance.
- Liaise across the team and other departments to prepare reports to inform internal benchmarking, planning and decision-making.
- Actively supporting the School's preparations for, and submission to, future REF assessments.

Compliance

- Support the Assistant Director, Research Support, to develop and drive forward processes to ensure compliance with GDPR requirements, research integrity and ethics, open access requirements and, research data management.
- Undertake investigations and inspections of data, processes and working practices in accordance with external funding body guidelines and policies to ensure and support



JOB DESCRIPTION

adherence to contract terms and conditions of agreement, recommending appropriate action as required.

- Provision of support to Library and the Assistant Director, Research Support, in ensuring that the School's faculty are aware of the Research England, UKRI, EU, and other funding body requirements in respect to Open Access of research, and any obligations to appropriate research data management.

Collaboration

- Collaborate closely and build positive relationships with the Research Support Manager in the RFO, the research support team, wider RFO team, and other departments across the School to enable cross department working, to raise the team's profile, drive the delivery of successful outcomes of the day to day service provision and wider strategic collaborative projects and initiatives e.g. Accounts, IT Delivery Assurance team, Library, Marketing and Communications

Research Infrastructure and Project Management

- Significant contributions to embedding our research management systems and active involvement in future project phases to facilitate delivery against project time, cost and quality standards, and targets.
- Regular liaison with the Library and IT teams involved in the provision of systems that support research activities across the School.
- Ensure the research sections of the website are up-to-date and relevant to support a first-class research infrastructure.
- Contributions to ad hoc department, and team projects as required.

Financial Management (Internal Research Fund and Outreach (KE) Fund)

- Actively monitor, review, and manage the allocation of funds from the School's research fund and work collaboratively with Accounts over the allocation of funds.
- Provision of up-to-date information to support decision making.
- PO approval, and day to day monitoring of accounts as required.

Process Improvement

- Monitor processes, systems and practices within the research support team and wider department, plan and carry out regular reviews to identify opportunities for improvement in light of changing needs, feedback and/or current best practice thinking; follow through on improvements once agreed.

Change Management



JOB DESCRIPTION

- Champion change by role modelling the behaviour expected from all colleagues, and follow through on new activities or actions brought about change to help support its successful implementation.

KPIs:

- Delivery of a high-quality research support service.
- Development of processes to ensure compliance with sector requirements related to GDPR, open access, research data management and research integrity.
- Compliance with internal processes, funder regulations, and broader HE research landscape (Research England, UKRI, EU, and other funding bodies supporting faculty research).
- Production of high-quality reports, with the identification of trends and issues.
- Projects delivered on time, on budget and to quality standards and targets.
- Successful development of relationships within and outside the team, and positive feedback from colleagues.
- Improvements to processes and procedures in the research support service.
- Up-to-date and accurate financial information for the Internal Funds.

Knowledge/Qualifications/Skills/Experience required

Qualifications

- Bachelor's degree or equivalent experience.

Experience

- Experience of working in a HE environment, with particular focus on supporting academics.
- A willingness to collaborate with others and an ability to work effectively with other members of the research support team, and contribute to the consultative approach of the team environment.
- An ability to work closely with faculty to identify their research ambitions and how to support them.
- An ability to persuade and influence in order to foster and maintain positive working relationships with faculty.
- An ability to adapt and change to accommodate the differing research goals and day to day working needs of faculty.
- Previous experience of the research excellence framework (Desirable).
- An ability to present numerical data and faculty publication output data in a variety of user-friendly reporting formats to support operational and strategic decision making.
- An ability to understand the School's internal financial arrangements in support of faculty research.
- Budget management experience (Desirable).
- Positive experience of working within a customer-services orientated environment.

Knowledge



JOB DESCRIPTION

- Knowledge and understanding of the HE research funding environment in particular pre-award research grant administration management e.g. external funding body administrative procedure and process for application submissions; proposal development. (Desirable)
- An understanding of the current requirements in relation to compliance to open access, GDPR and research integrity. (Desirable).
- Knowledge and understanding of the broader HE research landscape, e.g. research excellence framework and associated policy, research governance, and wider government strategies. (Desirable)

Skills

- Excellent analytical skills and the ability to extract, manipulate, analyse, report on, and interpret complex data from different systems.
- Excellent project management, and time management skills.
- Confident communication skills to initiate conversations with faculty and other teams within the School.
- Meticulous attention to detail.
- A quick learner, showing initiative and the ability to adapt to change.

Resources including team management

N/A

| | |
|---------------------|-----------|
| Staff | None |
| Budgets | None |
| Date Updated | July 2022 |

