

**The Organic Research Centre****JOB DESCRIPTION****RESEARCH COORDINATION OFFICER (G7)**

V1.0

DOCUMENT REVISION HISTORY		
Date	Version	Description of Change
06/08/19	Draft 0.1	Drafted for new role
16/08/19	Draft 0.2	Modified Generic role description
09/10/19	Draft 0.3	Regraded to G7 and Officer role
08/11/19	Draft 0.4	Addition of Personal Spec
23/01/20	Draft 0.5	Incorporated comments from G8s.
29/01/20	Version 1.0	Final check and issued

**RESPONSIBLE TO:** DIRECTOR OF RESEARCH & INNOVATION**RESPONSIBLE FOR:**

## **OUTLINE JOB DESCRIPTION**

### **PURPOSE OF THE ROLE**

To work with the Director of Research & Innovation (DRI) and Team Leaders and project managers to ensure an efficient planning, implementation and final close-down of ORC research and knowledge exchange projects.

### **GENERAL PRINCIPAL DUTIES**

- Oversee and coordinate the provision of project administration and staff resources including acting as principal administrative liaison for all projects.
- Coordinate and assist with project reporting.
- Coordinate and assist with project bidding.
- Coordinate staff reporting and QA for ORC.

### **DUTIES AND RESPONSIBILITIES:**

1. Oversee and coordinate the provision of project administration and staff resources.
  - a. Act as the primary project administrative point of contact for internal research staff
  - b. Act as the principle administrative point of contact for other research organisations, collaborators and funders.
  - c. Liaise with the Project Managers regarding the structuring, invoicing and administration of research project funding.
  - d. Plan and coordinate the staffing of research projects in consultation with programme managers.
  - e. Design and implement a project close down process and procedures.
  - f. Advise the DRI on the Programme's resource requirements including individual staff members current and ongoing time commitments.
2. Coordinate and assist with project reporting.
  - a. Monitor the progress of research activities; develop and maintain records of research activities, and prepare periodic and ad hoc reports, as required by SMT
  - b. Coordinate and monitor the external project reporting for all projects.
  - c. Draft project financial reports
  - d. Submit approved draft financial reports
3. Coordinate and assist with project bidding.
  - a. To identify potential funding sources and research calls.
  - b. To co-ordinate project bids to a range of funding sources.
  - c. Draft bid budgets with bid leaders.
4. Coordinate staff reporting and QA for ORC.
  - a. Coordinate staff performance and training & development annual reviews.
  - b. Working with the DRI ensure that suitable and relevant QA processes and qualifications are obtained and retained by ORC.

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5. Ensure that effective routes of communications and co-ordination are established and maintained within and between programme teams.
  6. To be aware of, and familiar with, relevant research and information sources in other UK, European and international research institutions and develop own skills, knowledge and understanding.
  7. Contribute to the overall running and management of ORC.
    - a. Ensure that effective routes of communications are established and maintained with the Senior Management Team (SMT).
    - b. To provide reports and other information and support as required by the SMT.
    - c. Contribute to the management of quality, audit and other external assessments e.g. by ensuring that projects meet ORC Quality Management System Standards.
  8. Attend Staff meetings or others as required by the CEO.
  9. Undertake other duties as requested by the CEO.

**Research Coordination Officer (G7 Personal Specification)**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed*</b>
<b>Qualifications</b>			
Degree (at least 2.1)	X		AP
Project management qualification	X		AP
<b>Experience</b>			
Project management and administration	X		AP/I/P/R
Programme management and administration	X		AP/I/P/R
Resource management	X		AP/I/R
Programme/Project Financial management	X		AP/I/R
Project financial reporting to a range of funders		X	AP/I
QA systems		X	AP/I
Project/resource management software		X	AP/I
Project bidding		X	AP/I
<b>Skills</b>			
Proven excellent communication skills, written, oral and in a variety of styles.	X		AP/I/P
Proven excellent interpersonal skills	X		AP/I
Effective use of project management software	X		AP/I/P
Computer literate (Windows/Office, statistical packages)	X		AP/I
Understanding of UK/EU research policy, funding and reporting requirements	X		AP/I
<b>Personal qualities</b>			
To be able to work effectively with a range of internal and external partners	X		AP/I/P/R
To be able to work alone and as part of a team	X		AP/I/R
Enthusiastic and flexible	X		AP/I/R
To be able to contribute to the wider activities undertaken by ORC	X		AP/I/R
Interest in organic farming, agro-ecology and the environment		X	AP/I
<b>Additional requirements</b>			
Willingness to travel within the UK and EU/ internationally where and when needed	X		AP/I
Willingness to work additional hours at peak times	X		AP/I

\*AP = Application; AS= Assessment; I = Interview; P = Presentation; R = Reference

**General Role Requirements of a Grade 7**

<b>ACTIVITIES</b>	<b>GENERIC ROLE REQUIREMENTS</b>
1 Communication	Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using their high level skills and a range of media.
2 Teamwork and motivation	Clarify the work responsibilities of team members to ensure effective deployment and achievement of research project objectives.
3 Liaison and networking	<p>Collaborate actively within and outwith the organisation to complete research projects and advance thinking.</p> <p>Participate in and develop external networks, for example to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.</p>
4 Service delivery	Significantly contribute to the coordination and production of research bids, aimed at meeting the funders' requirements.
5 Decision making	<p>Make decisions regarding the administrative aspects of ORCs Research and Information programmes.</p> <p>Contribute to decisions which have an impact on all ORC project and programmes.</p> <p>Provide direction on issues such as financial and technical reporting, staff and other resource allocation.</p>
6 Planning and organising resources	<p>Plan and organise individual or team activity with an appreciation of longer-term issues</p> <p>Contribute to the development of research strategies in the organisation.</p> <p>Responsible for the delivery of the research and KE programmes administration.</p> <p>Contribute to the overall management of the organisation in areas such as budget and resource management and business planning.</p> <p>Be involved in organisational level strategic planning and contribute to the organisation's strategic planning processes.</p> <p>Working with all programmes, ensuring that resources are available and required income levels are achieved.</p>
7 Initiative and problem solving	<p>Resolve problems affecting the delivery of research projects and between programme areas and in accordance with regulations.</p> <p>Identify opportunities for strategic development of ORC project and programme management, new projects or appropriate areas of activity and contributing to the development of such ideas.</p>

8 Analysis and research	<p>Advise on the analysis and interpretation of data, identify trends and test solutions, source additional related information where appropriate, and report on progress, to support the resolution of issues/problems as it relates to the administration of ORC research and KE projects.</p> <p>Manage, monitor and maintain records to meet both internal and external requirements.</p> <p>Review, revise and implement project start up and close down processes and procedures.</p>
9 Sensory and physical demands	<p>Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work</p> <p>Carry out tasks that require the learning of certain skills.</p>
10 Work environment	<p>Depending on area of work (e.g. laboratories, workshops, field sites, studios may be expected to take responsibility for conducting risk assessments and reducing hazards.</p>
11 Pastoral care and welfare	<p>Responsible for dealing with issues raised by and for researchers on all aspects of project administration.</p> <p>Provide first line support for colleagues, referring them to sources of further help if required.</p>
12 Team development	<p>Contributing to the development of teams and individuals through the appraisal system and providing advice on personal development.</p> <p>Act as a personal mentor to peers and colleagues.</p>
13 Knowledge transfer/ learning support	<p>Support subject-specific training of staff.</p> <p>Use a range of delivery techniques to enthuse and engage colleagues, students/interns and users of research results, including producers and policy makers.</p>
14 Knowledge and experience	<p>In-depth understanding of project and programme administration.</p>