

**Job Title:** Research Project Officer  
**Grade:** 6  
**Salary:** £27,285 to £31,604 pro rata  
**College:** Social Sciences, Arts and Humanities  
**Contract:** Part-time (0.5FTE 18.75 hours per week) fixed term contract to 31 December 2018  
**Job Reference:** SAH00379

### Role Purpose

The Research Project Officer will provide high level administrative support for a 5-year AHRC-funded project (2013 - 2018) entitled 'The Complete Works of Evelyn Waugh (CWEW)', a major collaborative research project, led by Professor Martin Stannard in the School of Arts. Working with Alexander Waugh, Evelyn Waugh's grandson, and a network of editors, the project will bring together all Waugh's extant writings and graphic art, into a full critical scholarly edition of The Complete Works of Evelyn Waugh, published by Oxford University Press (OUP).

The role will be based in the School of Arts at the University of Leicester, liaising regularly with OUP and Co-Investigators at Loughborough University and Oxford University. You will support a wide range of project activities and provide oversight of progress against targets and budget. You will contribute to the project's website and social media.

Principal Responsibilities	% Time
<ul style="list-style-type: none"> <li>• Project management               <ul style="list-style-type: none"> <li>○ Managing project documentation and reporting, including timelines, milestones, KPIs and financial management</li> <li>○ Overseeing marketing and communications, including working with IT Services, the Library and OUP on the development and maintenance of the project website, and the use of social media</li> <li>○ Maintaining administrative systems to ensure successful delivery of project outcomes</li> <li>○ Maintaining an oversight of the budget and financial processes, providing reports as required</li> </ul> </li> </ul>	40
<ul style="list-style-type: none"> <li>• Stakeholder engagement: managing the liaison, communication and relationship building with project partners, staff, students and stakeholders               <ul style="list-style-type: none"> <li>○ Acting as first point of contact for all project enquiries and proactively communicating with partners to ensure timely delivery of project outcomes, in particular, sometimes working with Alexander Waugh, the General Editor, in Somerset to e.g. trace copyright permissions</li> <li>○ Servicing the Editorial Board and Advisory Board (organising meetings,</li> </ul> </li> </ul>	40





<ul style="list-style-type: none"> <li>booking rooms, travel and subsistence, preparing agendas and papers)</li> <li>○ Providing operational support for engagement and impact activities in the UK and Italy</li> <li>○ Representing the project at meetings and events across the UK as required</li> <li>● Attending College and University meetings to ensure that your professional skills and knowledge of changes is up to date and supporting other research activities in the College</li> </ul>	20
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### Internal and External Relationships

Take direction from the Principal Investigator, Co-Investigators and senior academic staff as appropriate and in accordance with locally agreed priorities. It is anticipated that respective interactions will be as follows:

- Principal Investigator (Weekly)
- Operations Manager (Weekly)
- Researchers on project (Weekly)
- RED (Weekly)
- Finance Office (Fortnightly)
- IT Services, Library (Fortnightly)
- Other professional services staff (Weekly)
- Alexander Waugh (General Editor), other editors, OUP, project partners and external stakeholders (Weekly, with visits to Somerset once a term)

### Planning and Organising

Plan workload for self and the project months ahead, ensuring internal and external deadlines are met, responding to changes in requirements and re-prioritising as needed.

In conjunction with the PI, regularly review the project's progress against targets.

### Qualifications, Knowledge and Experience

#### Essential

#### Either:

- Degree level or equivalent qualification, possibly with some relevant postgraduate education as part of professional qualification\*
- Or:**
- Broad vocational experience, acquired through a combination of relevant vocational training





and considerable relevant experience, being able to demonstrate professional development through a series of progressively more demanding roles\*

- Experience of website management\*
- Experience of project management\*
- Experience of planning and prioritising work and managing competing demands to meet tight timescales (examples required)\*
- Working knowledge and competent use of relevant MS Office packages, in particular Excel\*

### Desirable

- Detailed knowledge of relevant University systems e.g. SAP, IRIS\*
- Full and clear understanding of University procedures and regulations
- Knowledge of financial and accounting procedures
- An understanding of the research environment in higher education
- Experience of working within higher education\*
- Experience of working with publishers

### Skills, Abilities and Competencies

#### Essential

- Wide ranging IT skills including use of the Microsoft Office suite, data entry and web-based applications; demonstrated by a qualification such as ECDL or equivalent demonstrable experience\*
- Strong organisational skills with the ability to prioritise own work\*
- A pro-active approach towards workload, with the ability to multi-task and complete tasks promptly, accurately and with attention to detail, often under pressure
- Good communication skills, with the ability to give and receive information effectively using a variety of methods and to communicate with a wide range of university staff, students and agents
- Ability to demonstrate independent working and initiative
- An understanding of the importance of meeting customer needs and providing a high quality service
- Adaptability and willingness to respond to the varying requirements of a demanding and complex role, including responsiveness to changing circumstances and the ability to master a new topic quickly



- Demonstrated ability to interpret and analyse financial data accurately\*
- Ability to assess problems and take appropriate action
- Ability to interpret relevant policies and procedures\*

***\*Criteria to be used in shortlisting candidates for interview***

### Equality and Diversity

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and [Athena Swan](#).

We are proud to be selected as one of only ten Universities internationally to be an impact champion for [HeForShe](#), a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the [Equalities](#) webpage.

### Staff Benefits

- 24 days annual leave plus 6 closure days plus bank holidays
- Pension
- Discounted gym membership
- Childcare voucher schemes

