UNIVERSITY OF WARWICK

Job Description

Job title	Research Fellow (Project Officer)
Department	Chemistry
Grade	FA6

Job purpose (a brief summary of the role)	The postholder will be responsible for providing comprehensive scientific, managerial, and administrative support to the NATPRIME consortium. Key responsibilities include coordinating the activities of doctoral candidates, maintaining effective communication with project partners, overseeing diary and data management, and organizing project meetings. The role also requires the preparation of progress, periodic, and assessment reports. The postholder will also be in charge of coordinating the publication of comprehensive review articles within the network.
Duties and responsibilities	1. Manage day to day operational aspects of the NATPRIME project by understanding the scientific objectives of the project, overseeing milestones, deliverables and dissemination activities and progress. Supporting partners and doctoral candidates in delivering training and research elements of the network. 2. Coordinate the preparation of comprehensive review articles across different areas of the network and ensure their publication in high-impact journals. 3. Understand the research project aims, timescales, and EU regulations in order to effectively communicate and interact with the project consortium and ensure successful delivery of the project. 4. Produce and maintain relevant reporting information to ensure that the project team and any collaborators are updated on all matters related to progress, flagging any issues and/or budgetary implications. 5. Effectively managing the administrative processes to ensure that project materials and other related documentation, reports and filing systems are accurate, up-to-date and meet audit requirements. 6. Assist in the co-ordination and facilitation of events, including project consortium meetings, project management board conferences and researchers' meetings. 7. Coordinate and compile technical and financial project reports in liaison with Research Impact Services (RiS) and the coordinator. 8. Maintain an overview of activity on the research work packages involving staff across the European partner organisations. 9. Assist RiS and the Finance Manager in Chemistry to undertake the routine financial management of the project in line with European Commission requirements. Ensure that records are accurately kept; partners' queries are dealt with effectively; eligible expenditure is incurred in accordance with EU rules; and partners are fully informed of their own responsibilities.

	10. Liaise regularly and effectively with departmental support staff, Research Support Services, the Principal Investigator, Project Management Administrator and the European Commission Project Officer and Project Technical Advisor to ensure effective and successful delivery of the project. 11. Support liaison, networking, project web page, social media presence, and other communication; keeping the project's dissemination and blogging efforts up-to-date. 12. To act with professionalism at all times and show respect to their colleagues and to understand and adhere to the University's value of dignity at work; they are also expected to work collegially and to support all the teams with which they have contact in achieving the University's objectives. 13. This is not an exhaustive list of duties; you will be required to undertake other duties, commensurate with the grade, as directed by the Project Coordinator.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to PhD degree level in Chemistry or a relevant field to the project.	A & C
E2	Evidence of working in a collaborative research environment. With proven experience of meeting milestones and achieving deliverables with the ability to prioritise a range of tasks and projects.	A & C
E3	A minimum of two research articles and one review article in international journals.	A & C
E4	High level of written and oral communication skills with experience of writing and presenting clearly in international settings to multidisciplinary audiences.	A,C & D
E5	Excellent interpersonal skills, including the ability to act with tact and discretion, to inspire confidence and motivate staff, and work collaboratively and effectively with internal and external academic and administrative colleagues to promote collegiality.	A,C & D
E6	Ability to organise events, e.g. training events, public engagement events and arrange meetings.	A,C & D
E7	Ability to think creatively and independently as well as part of a team.	A,C & D
E8	Excellent IT skills with experience in using digital and social media and developing websites and web content.	A,C & D
E9	Excellent analytical skills, with experience of manipulating large sets of quantitative and qualitative data.	A,C & D
E10	Financial management skills, e.g. spending planning and budget management.	A,C & D

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Experience as a postdoctoral researcher in Chemistry or a relevant field to the project.	A & C