

Job Description

Position / Job Title:	Operations Coordinator (RIS)
Ref:	444
Location/Building:	Studland House, Lansdowne Campus
Faculty/Professional Service:	Research & Innovation Services
Group/Section:	Research Excellence & Governance
Duration if Temporary:	-
Normal Hours per Week:	Full-time (37 hours)
(Some flexibility will be required in order to ensure that key time scales and deadlines are met)	
Grade:	4
Accountable to:	Finance & Systems Facilitator

Job Purpose

To provide expert support to the Finance & Systems Facilitator by undertaking a range of tasks to ensure the smooth delivery of research and innovation activities, with a focus on finance, systems and operational processes.

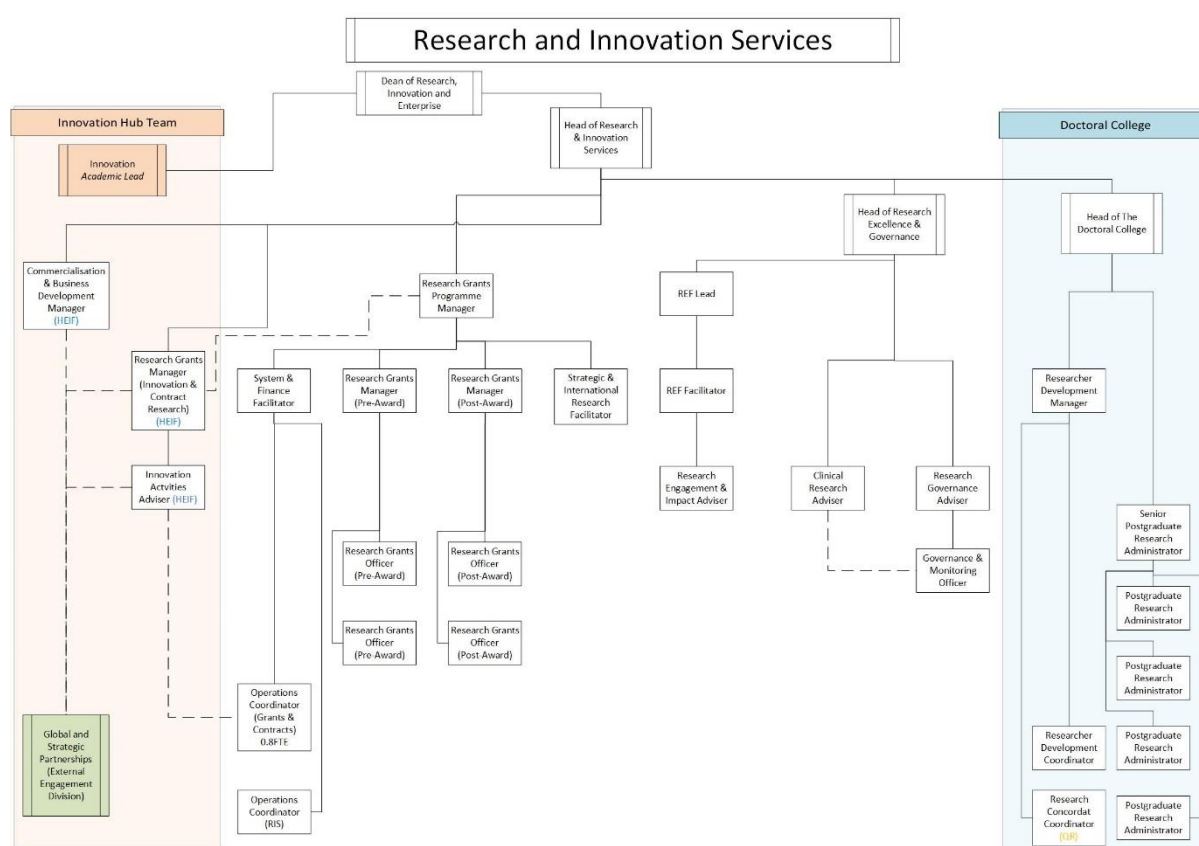
To cover a varied array of tasks and work efficiently and effectively to deliver high-quality support across the department, ensuring an excellent service is delivered.

Main Responsibilities

1. Provide expert and professional administrative and operational support for the range of research and innovation activities, including using the university finance systems for raising purchase orders and invoice requests, database enquiries, setting up supplier requests, paying external examiners, etc.
2. Undertake financial administration for internally managed research and innovation funding initiatives, for example allocation of HEIF or QR funding, including allocation of funding, basic advice on spending, basic reporting, etc.
3. Use appropriate systems to maintain accurate and current data in relation to Research & Innovation Services (RIS) operations and provide accurate business intelligence as required. Undertake regular audits to ensure data accuracy as required.
4. Work across RIS to support with the administration of systems, including Fast Track, CAT, RED, BRIAN, BU Research Blog, etc.; including adding content, account creation, keeping records of users, providing help and guidance on using the systems, producing user guides, responding to enquiries, etc.
5. Administer all relevant financial activity across RIS, including supporting year-end accounting, quarterly purchase order review, raising purchase orders, visa purchasing, expense claims including external examiners, and any other related activity.

6. Support the Head of RIS with the efficient running of the service, to include reviewing data storage, travel bookings, stationery ordering, organising meetings, office moves, logging sick leave, annual leave monitoring, etc.
7. Organise RIS team meetings and away days, as required.
8. Contribute to the continuous improvement of policies, processes, and procedures for RIS operation initiatives.
9. Support wider RIS operational activities, including clerking committees, supporting the research development activities, DSE Assessments, data storage, GDPR compliance, Health Wellbeing and Safety, Hospitality Log, office equipment, Fire Warden and compliance with relevant BU polices and requirements.
10. Undertake any other duties as may, from time to time, reasonably be requested by the Finance & Systems Facilitator or Head of RIS and deputise for other administrative roles in DC and RIS as required.

Organisation Chart



Internal Contacts:

- Departmental Colleagues
- Academic staff
- University professional staff.

External Contacts:

- Suppliers
- Facilitators
- External funding bodies
- External regulatory and advisory bodies.

Challenges

Balancing a multi-tasked, deadline-orientated workload. Interacting successfully with a range of academic and professional and support staff. Dealing effectively with the diversity of PGRs and programmes. At peak periods the workload will need careful prioritising, and the postholder may have to deal with challenging situations whilst always remaining calm, polite and professional.

Information Governance Responsibilities

Data User

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB: The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The postholder must, at all times, carry out their responsibilities with due regard to BU's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Therefore, the postholder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of BU's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire researchers to do the same.

September 2025

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Professional Service: Research & Innovation Services	Date: September 2025
SELECTION CRITERIA	
	Essential / Desirable
Knowledge (including experience & qualifications)	
Educated to A-level standard or equivalent work experience	E
Educated to degree-level standard or equivalent work experience	D
Experience of providing excellent customer service and basic financial advice	E
Knowledge and experience of financial administration	E
Good understanding of databases and software systems	E
Experience of interpreting guidelines and providing sound advice	E
Experience of compiling datasets for senior management	E
Experience of liaising with other staff within an organisation at all levels.	E
Skills	
Excellent verbal and written communication skills with a demonstrated ability to communicate in a professional manner with a diverse range of people	E
Excellent IT skills, including word processing, spreadsheets, databases, email and internet applications, with the ability to learn new packages quickly	E
Demonstrable ability to work to a high level of accuracy and provide attention to detail in a busy working environment	E
High level of organisational and planning skills, being able to manage several tasks simultaneously	E
Ability to meet deadlines and produce high-quality work under pressure	E
Demonstrated ability to build successful working relationships and to work as a cooperative team member with flexibility to adapt to changing environments	E
Ability to organise processes and systems effectively.	E
Attributes	
Professional outlook and approachable personality	E
A desire to develop the role and actively seek improvements to systems and processes	E
Appreciation and understanding of situations requiring tact, diplomacy and confidentiality	E
Ability to work independently as well as part of a team	E
A flexible approach to work	E
Commitment to delivering Service Excellence.	E