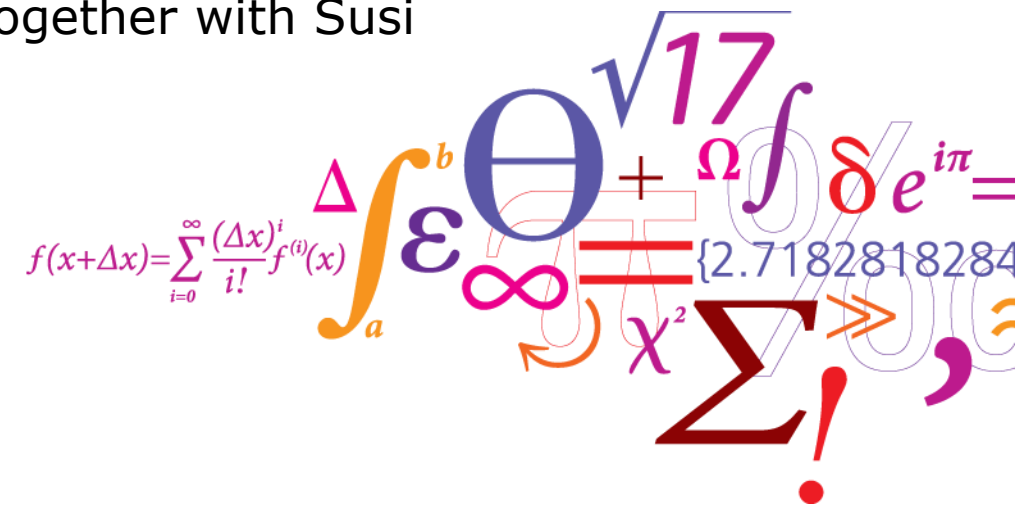


Soft skills in Research Administration

Jan Andersen

Senior Executive Officer, Team Coordinator Research Support DTU

Author of "Research Management – Europe and Beyond" together with Susi Poli, Kristel Toom and Pamela F. Miller



Jan Andersen, Cand. Mag, Senior Executive Advisor

Cand. Mag. Danish Language and Computer Science 1994 (Bachelor in Philosophy 1991)
 1994 Faculty of Science, University of Copenhagen
 1999 Rectors Office, University of Copenhagen
 2005 Royal Veterinary and Agricultural University (Merged with KU 2007)
 2006 Merger Secretariate, University of Copenhagen
 2007 Faculty of Life Sciences, University of Copenhagen
 2012 Faculty of Science, University of Copenhagen
 2016 Technical University of Denmark

Research Manager Profile:

- ★ External funding of Research - EU-Liason Officer
- ★ Research policy, strategy and planning
- ★ Research output, performance indicators – CURIS
- ★ International dimension – EARMA Board (Chair 2010-17)
 DARMA, NUAS, COST, SRA, NCURA...

Real Competence:

- ★ Ability to read the map
- ★ Courage to make new paths
- ★ Will to go for the vision

Innovative initiatives: Øresund University, EU-Erfa, DARMA, CURIS, CRF, BESTPRAC

The Professional Research Administrator

We are humans

■ Diplomats

■ Open

■ Humour

We support...

Organisation

- Political management
- Bottom-up – top-down

Research management

- Working with people who more clever than yourself
- Basic conditions for research
- Research policy agendas
- Benchmarking and indicators

Science

- Methods
- Ethics
- Good Scientific Practice

Culture and collaboration

- The cultural meeting
- Conflict management

We support...

Rules & Conventions

- National and international regulations

Project life-cycle

- Lobby process
- Application
- Contract and contract negotiation
- Project organisation and management
- Reporting
- Audit

Financing

- Budget
- Costs models
- Documentation
- Depreciation
- Wages and costs

Results

■ Innovation

■ Technology Transfer

■ IPR

■ Patenting

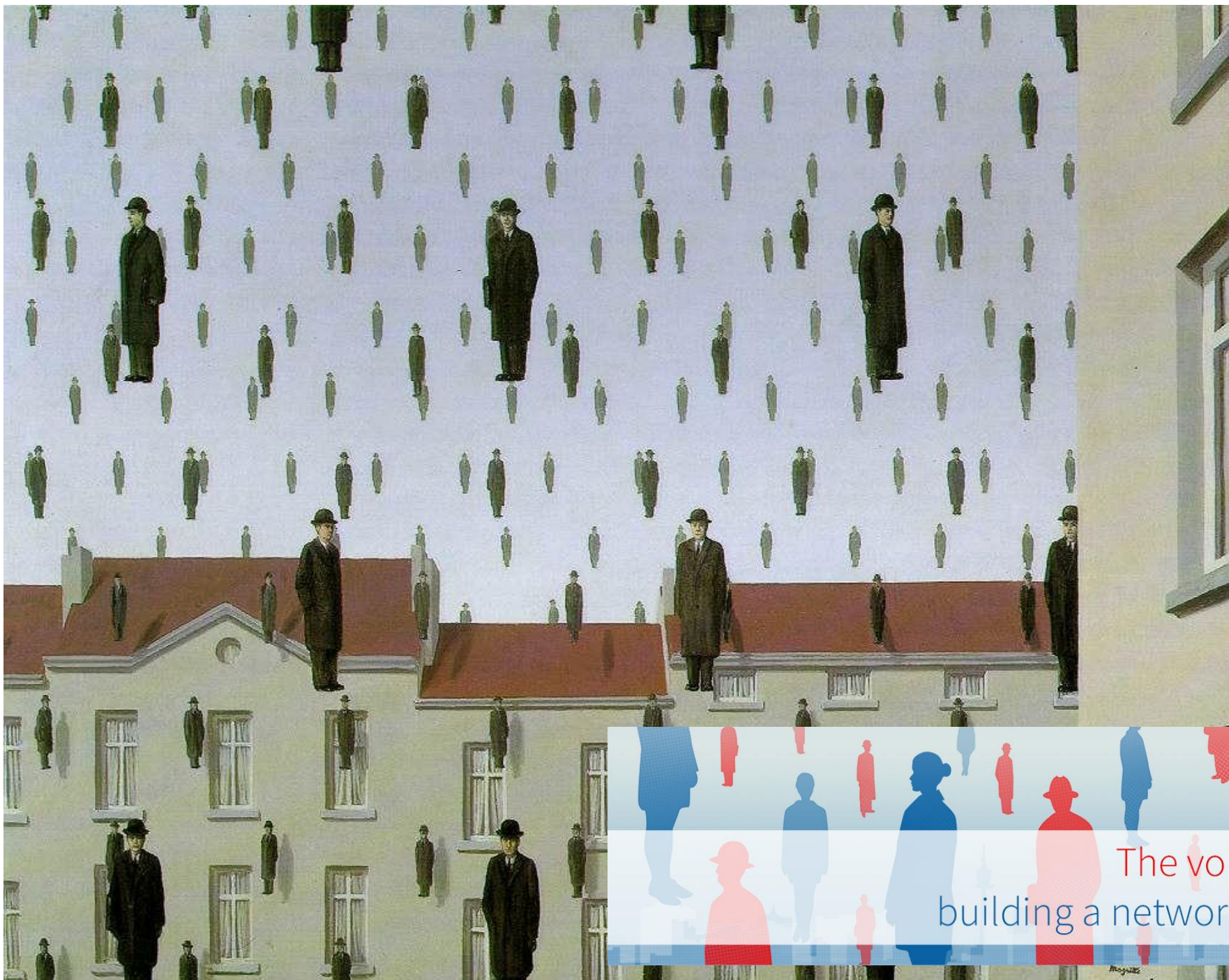
We communicate

■ Formal language competences

■ Presentation skills

The professional research administrator





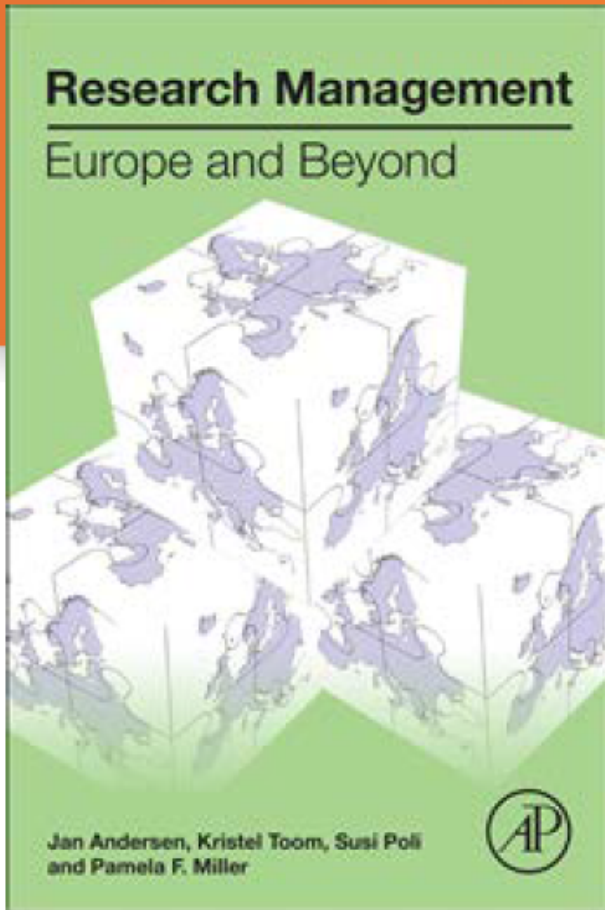
The voice of research administrators
building a network of administrative excellence

Slido – Question:

What are the three most important soft skills?

Discuss at table 5 minutes

“Communication skills” are excluded 😊



Research Management Europe and Beyond

An essential guide to international research administration, featuring discussion of some of the most complex issues facing this dynamic field



Jan Andersen

Team Coordinator, Senior Executive Officer, Technical University of Denmark, Kongens Lyngby, DK

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Transferable Skills



Jan Andersen

Chapter Outline

Introduction	319	Be Prepared: Change Is the Name of the Game	329
Between a Rock and a Hard Place	320	Taking Initiative	329
Being a Profession	320	Taking Responsibility	330
Communication Skills	321	Conflict Resolution	330
Support They Do Not Know They Need	321	Solving Small Problems Before They Grow	330
Teamwork and Collaboration	323	Mentoring and Coaching	331
Making Connections—Being a Broker	323	Buddies and Mentors	331
Know Your Organization	323	Make Use of Local Creativity	331
Diplomacy	324	Mutual Learning	331
Play With the Strong Sides	325	Reflections	332
RMA as a Natural Part of the Scientific Process	325	Acknowledgments	332
Humor	326		
Cultural and Diversity Skills	328		
Adaptability and Change Management	329		

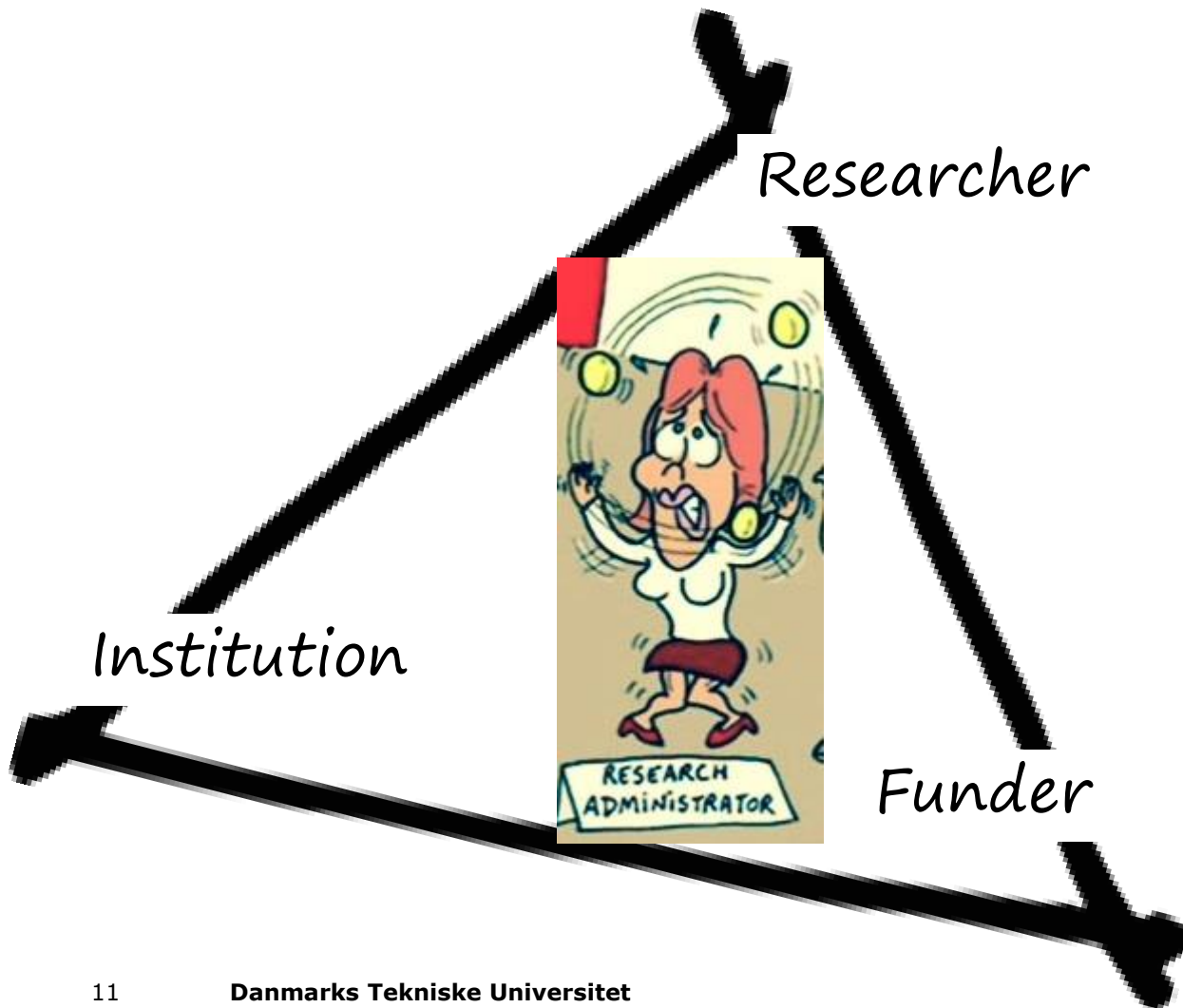


Managing Remember Multitasking
Instructing Solve Decision-making Persuasive Team-building
Meeting Communicate Follow-through Problem-solving
Evaluating Prefer diplomatic Assisting Receive
Articulate Think Expressive Motivating
Translating Resolving Add Perform
Open Kind Present Direct Plan Motivate Team
Insightful Edit Perform Team Pleasant Persuading
Kind Public Encourage Time Negotiate Detail-oriented Writing
Supervise Advise Creative Trust Design Plan Arrange
Empowering Presenting Speak Run Delegate Tactful
Supportive Dance Decisive Explain Artistic Mediate
Share Planning Explain High Sensitive
Training Research Working Help Create Responding
Teach Music Working Using Count Setting
Play Anticipate Delegating Adaptable Logical
Interview Compare Counsel Supervising
Outgoing Self-motivated Relating
Innovative Trifling

EATERS OF THE PROFESSION



Ethos of the profession?



Doctors:

Health of my patients, regardless of beliefs,
nationality, political and social status
Secret of my patients
Colleagiality

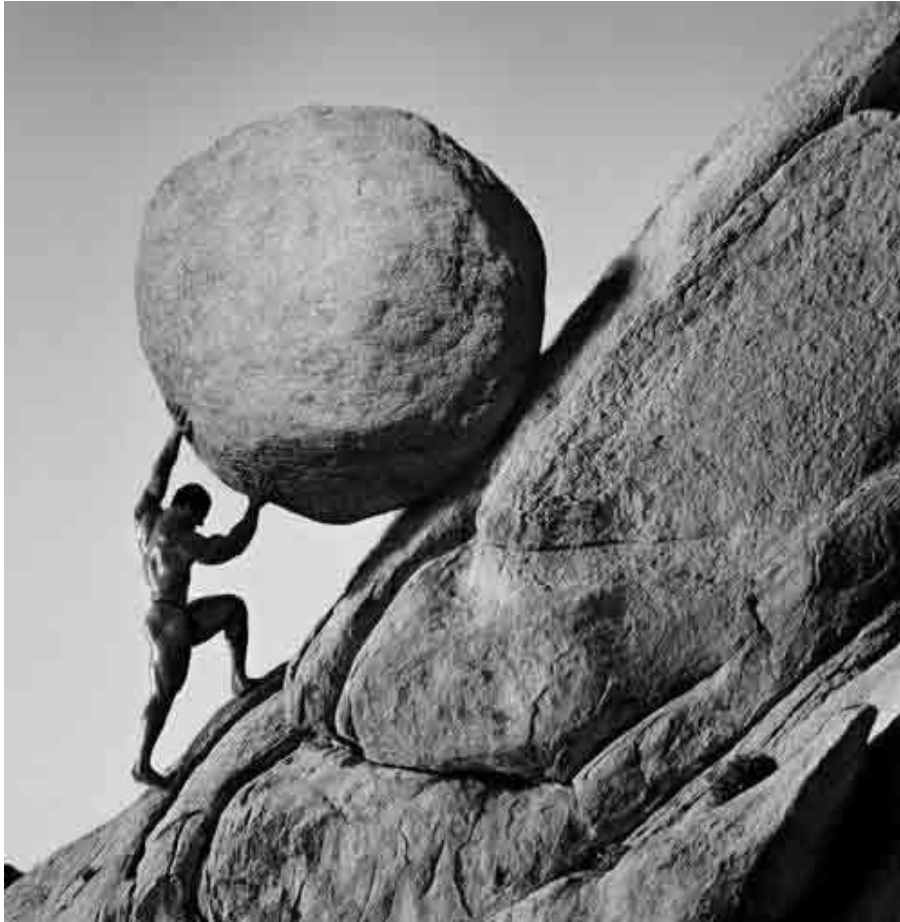
Lawyers:

Justice
Independence
Integrity

Craftsmen:

Quality assignment

Slido – vote for most important soft skill



Humor



Way forward?

- I am proud of being a research administrator
- I have a meaningful job
- I add value to research
- I add value to my institution
- I like my job
- I have good career opportunities
- I have good colleagues
- It is funny being a research administrator
- Creativity is part of my job profile
- I get rich!
- I am recognised in my institution
- I have great colleagues
- I see the World
- I contribute to my profession



21st Century Public Servant

Thank you!

