

# Research Management and Administration: skills & competences

Presented by:

Virág Zsár



**HÉTFA Research Institute**

*Knowledge You Can Use*

Address: Hungary - 1051 Budapest, Október 6. Street 19. IV/2.

Phone: +36 30 730 6668, Fax: +36 1 700 2257

Contact: [info@hetfa.hu](mailto:info@hetfa.hu), [www.hetfa.hu](http://www.hetfa.hu)

## RMA Competence model – based on previous initiatives, frameworks

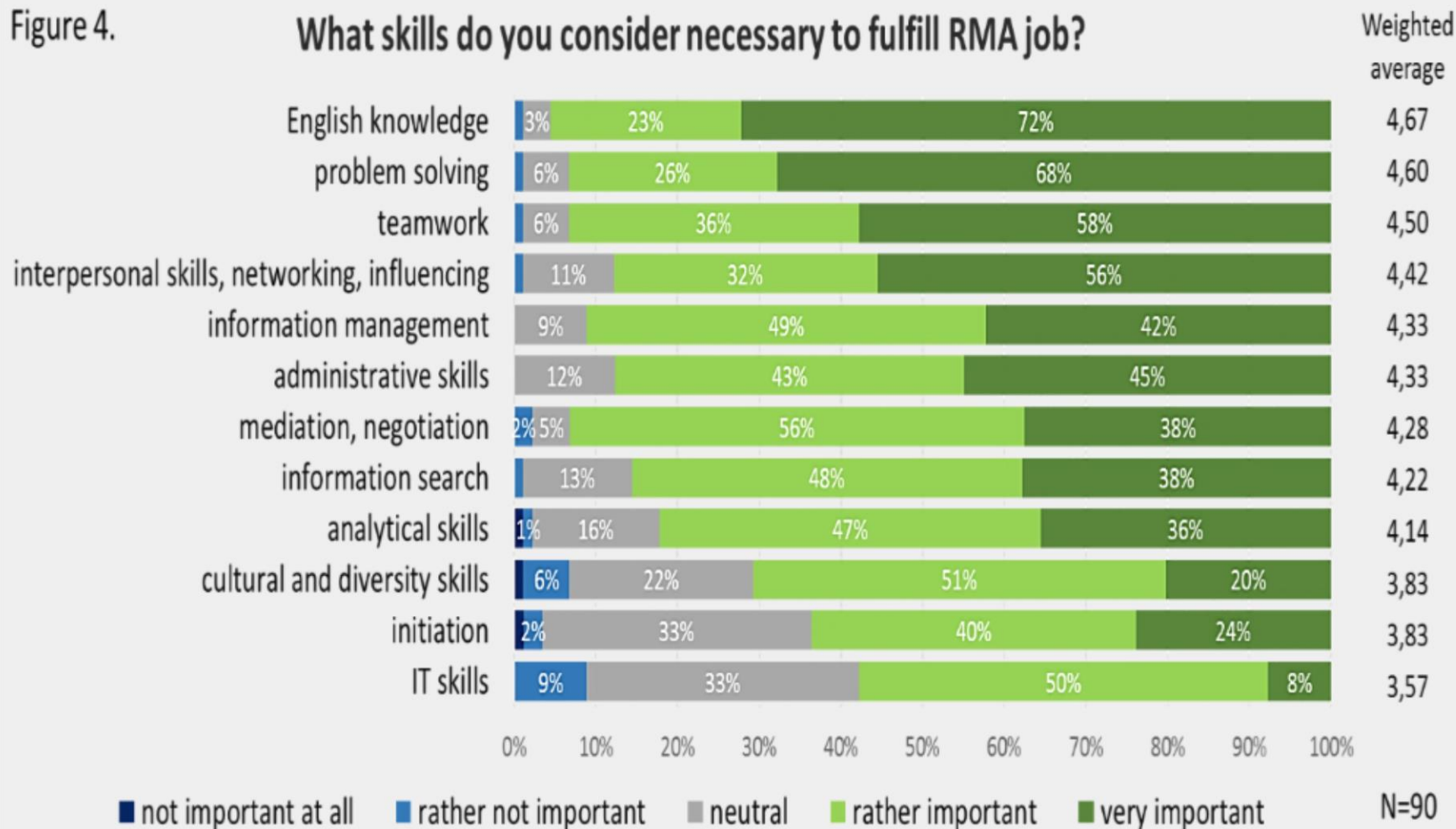


- 1) ATTITUDES
- 2) leads to KNOWLEDGE,
- 3) and also leads to SKILLS
- 4) knowledge and skills will then lead to appropriate and contextual BEHAVIOUR.

# What skills do you consider necessary to fulfill RMA job?

Figure 4.

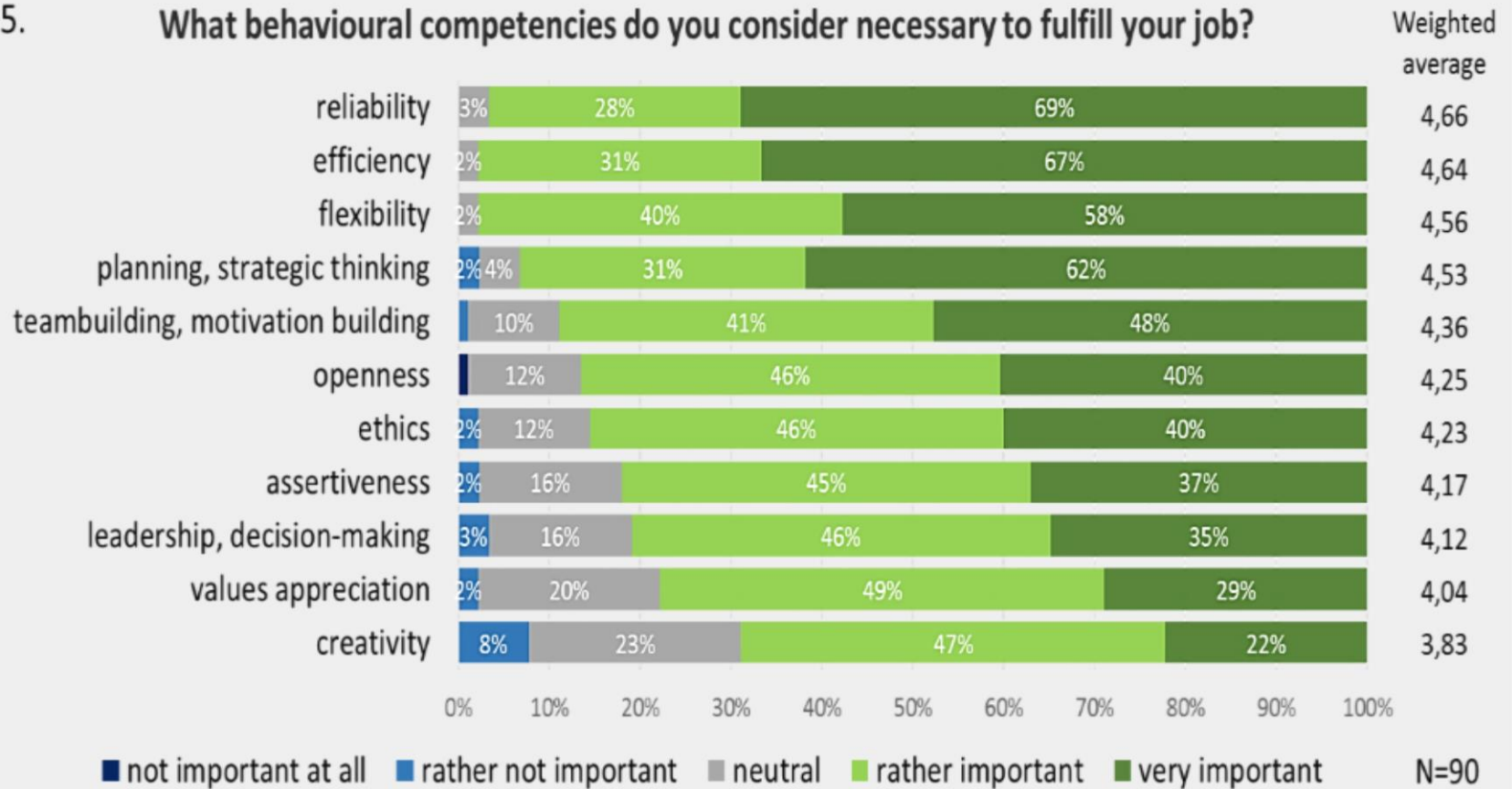
## What skills do you consider necessary to fulfill RMA job?



# What behavioural competencies do you consider necessary to fulfill your job?

Figure 5.

What behavioural competencies do you consider necessary to fulfill your job?



## An ideal RMA is good in... / The RMA persona is...

### Attitudes

- ✓ Initiation
- ✓ Information search
- ✓ Being open towards learning & stay up-to-date
- ✓ Positive, caring attitude
- ✓ Readiness to be challenged & take risks
- ✓ Readiness to trust researchers

### Skills

- ✓ Multitasking
- ✓ Interpersonal skills (networking, influencing, coaching & listening)
- ✓ Problem solving, time management, entrepreneurial skills
- ✓ Teamwork , intercultural (& diversity) skills
- ✓ Information management
- ✓ Analytical skills
- ✓ Administrative skills
- ✓ Mediation, negotiation (effective communication)
- ✓ IT skills
- ✓ Creativity

### Knowledge

- ✓ English knowledge
- ✓ Business & management
- ✓ International relations & Legal studies
- ✓ Scientific background
- ✓ Communication
- ✓ Public administration

### Appropriate and contextual behaviour

- ✓ Reliability
- ✓ Efficiency
- ✓ Flexibility
- ✓ Planning, strategic thinking
- ✓ Teambuilding, motivation building
- ✓ Openness
- ✓ Ethics
- ✓ Assertiveness
- ✓ Leadership, decision making
- ✓ Values appreciation
- ✓ Creativity

How is it possible to reach the appropriate skills and competences if your role & responsibility is ...

- 1) Financial management (preparing financial reports, etc. / pre- & post-grant)
- 2) Proposal writing (elaboration / pre-grant)
- 3) Information management (informing researchers about new possibilities, staying up-to-date with applications / pre-grant)
- 4) Leading and coordinating projects (supervising, agenda setting / post-grant)
- 5) Managing and administrating projects (post-grant)

# I. Competences needed to successfully accomplish financial management:

## Attitudes

- ✓ ..
- ✓ ..
- ✓ ..

## Knowledge

- ✓ ..
- ✓ ..
- ✓ ..

## Skills

- ✓ ..
- ✓ ..
- ✓ ..

## Appropriate and contextual behaviour

- ✓ ..
- ✓ ..
- ✓ ..

## II. Competences needed to successfully accomplish proposal writing:

### Attitudes

- ✓ ..
- ✓ ..
- ✓ ..

### Knowledge

- ✓ ..
- ✓ ..
- ✓ ..

### Skills

- ✓ ..
- ✓ ..
- ✓ ..

### Appropriate and contextual behaviour

- ✓ ..
- ✓ ..
- ✓ ..



### III. Competences needed to successfully accomplish information management:

#### Attitudes

- ✓ ..
- ✓ ..
- ✓ ..

#### Knowledge

- ✓ ..
- ✓ ..
- ✓ ..

#### Skills

- ✓ ..
- ✓ ..
- ✓ ..

#### Appropriate and contextual behaviour

- ✓ ..
- ✓ ..
- ✓ ..

## IV. Competences needed to successfully accomplish leading and coordinating projects:

### Attitudes

- ✓ ..
- ✓ ..
- ✓ ..

### Knowledge

- ✓ ..
- ✓ ..
- ✓ ..

### Skills

- ✓ ..
- ✓ ..
- ✓ ..

### Appropriate and contextual behaviour

- ✓ ..
- ✓ ..
- ✓ ..

## V. Competences needed to successfully accomplish managing and administrating:

### Attitudes

- ✓ ..
- ✓ ..
- ✓ ..

### Knowledge

- ✓ ..
- ✓ ..
- ✓ ..

### Skills

- ✓ ..
- ✓ ..
- ✓ ..

### Appropriate and contextual behaviour

- ✓ ..
- ✓ ..
- ✓ ..