

## Research Administrator for the EPSRC Future Manufacturing Platform in Embedded Integrated Intelligent Systems for Manufacturing

Job Ref: REQ170978

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

### School/Department summary

### Job Description

**Job Grade:** Administrative Services Grade 4 (0.5 FTE)

### Job Purpose

To work within the School's research group and co-ordinate the administrative activities of the EPSRC Future Manufacturing Platform in Embedded Integrated Intelligent Systems (EIIIS) for Manufacturing ('the Platform') ensuring an exemplary efficient and effective delivery of service to internal and external stakeholders as required.

A part of the role, the Administrator will also be involved in the preparation of budgets and other aiding tools for research such as the creation of training schedules and the running of internal competitions for funding. The successful applicant will additionally have responsibility for procedures relating to the training and development of Research Associates within the Platform and to ensure efficient and smooth operation on a day-to-day basis.

Assistance with the administrative requirements of the wider research activities concerned with Manufacturing, and the wider University, will be expected.

### Duties and Responsibilities:

- To be the first point of contact for all enquiries from the academic and non-academic user community (whether internal or external to Loughborough University) in respect of the Platform activities and to direct these to the best possible source of assistance. This will involve dealing with high profile callers (local government, Department of Trade and Industry, industrial directors, external academics and international academic institutions).
- Organising and servicing the Platform meetings and other events (incl training courses) by making appropriate arrangements, producing agendas and minutes.
- Organising conferences and workshop events (costing up events, booking venues, contacting speakers, issuing invitations, organising accommodation, providing guidance on how to claim expenses, organising and managing event logistics).
- To support the Platform Management Team in their operational activities for this Platform
- Facilitating the submission of regular reports for the funding authorities (EPSRC and others) and other relevant monitoring bodies including the monitoring of budgets, collation of data and drafting of

reports for the approval of the Platform Director.

- Managing website content, liaising with technical support staff, acting as an editor for documents submitted for the Platform website, and liaising with academic and non-academic contributors.
- To identify opportunities for, and implement improved operational procedures within the administration of the Platform.
- Acting as PA to the Platform Director(s), providing strong and efficient administrative support particularly in the areas of:
  - Diary co-ordination
  - Correspondence
  - Maintenance of records/databases
  - Submission of purchase order request forms and expense claims
  - Travel arrangements
- To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.
- To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.
- To undertake other tasks that may reasonably be required and which are commensurate with the grade of appointment.

### **Special Conditions**

All Administrative Staff will be expected to support general student administration, and attend key events such as School visit days and Saturday University Open Days, on a rotational basis.

Annual leave requests will be restricted at key points in the academic calendar and it is expected that annual leave will be arranged to fit with the requirements of the role and the activities taking place in the wider team.

This job description is an indication of the duties associated with this role, but there will be an expectation that the post-holder will undertake further duties as required, in line with business needs.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Platform Director, Prof A.A. West, and to the School Administration Manager, Mrs Bhav Mistry, in the Wolfson School of Mechanical, Electrical and Manufacturing Engineering

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of working at an Administrative/PA level within Higher Education in a research driven setting or similar	1,3
	Able to demonstrate in-depth knowledge of administrative or specialist methods and procedures	1,3
	Committee servicing, taking minutes/notes at meetings	
	Experience of working with financial systems	1,3
	Working in a multi-disciplinary knowledge-based environment or similar.	1,3
	Organising meetings and travel arrangements	1, 3
	Successful experience of working individually and as part of a team	1,3
	Liaising with academics, industrialists and others, both in the UK and overseas or similar.	
Skills and abilities	Well-developed problem solving skills, using initiative and judgement in more complex situations	1,3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively and provide advice to the project team	1,3
	Able to work under pressure and meet competing deadlines	1,3
	Excellent interpersonal, organisational, oral and written communication skills	1,3
	Ability to build effective networks and working relationships with others	1,3
	Able to work with accuracy and attention to detail	1,2,3
	Excellent practical IT skills (Microsoft Office, Excel etc.) and skilled in the use of relevant and specialist IT packages or databases	1,2,3
Training	Demonstrate evidence of having undertaken further training	1,3
	Adopt new procedures as and when required	1,3
Qualifications	A level education or equivalent	1
	GCSE Grade C or equivalent in English and Mathematics	1
Other	Commitment to observing the University's Equal Opportunities policy at all times	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1,3
	Experience of Loughborough University administrative procedures	1,3
	Experience of Loughborough specific systems and procedures	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg LUSI, Agresso, Co-Tutor, LEARN and CMIS	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc	1,3
Qualifications		

## Conditions of Service

The position is part time (0.5 FTE/18.5 hours per week) and fixed term until 1 July 2022 at the latest. Salary will be on Administrative Services Grade 4 (£19,850 - £23,557 pro-rata per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Mrs Bhav Mistry by email at <b.mistry@lboro.ac.uk>, telephone on 01509 227 620

## Applications

The closing date for receipt of applications is **22 October 2017**.

Interviews will be held on **w/c 30 October 2017**