Digital Skills Project Assistant
REQ200135

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Loughborough University is one of the UK's leading research-intensive Universities with internationally recognised strengths. Our outstanding research generates globally important work that is driven by society's need for solutions to real-life issues.

Loughborough University London (LU LDN) is a strategic initiative to grow the size of the University, open up new markets, enhance partnerships with business, commerce, enterprise, industry, government and international HEIs, and grow the number of PG students within the University. http://www.lborolondon.ac.uk/ Its inspiring postgraduate campus is located on the Queen Elizabeth Olympic Park at the heart of a new innovation district for London. Our students learn from influential thought leaders, pioneering researchers and creative innovators and are engaged with the very latest developments from within their sector.

The LU LDN Digital Skills Programme is a two-part project offering London's Small and Medium-sized Enterprises (SMEs) the opportunity to gain a digital advantage. The first part is a series of Digital Skills capacity building workshops offered free of charge to London start-ups and SME's. The second part is the opportunity for these companies to develop Work Insight Projects to be undertaken by student/s. The programme will run alongside other activities that LU LDN puts on to support capacity building for SME's and develop student networks and networking skills.

The LU LDN Digital Skills Programme is funded by the Greater London Authority and the European Social Fund for the period September 2019 to December 2020. This post is offered on a full time, 12-month Fixed term Contract.

Job Description

Job Grade:
Administrative Services Grade 4

Job Purpose
To work within Loughborough University London's administrative support team to provide support for

- Stakeholder Development and Employability Team

Job Duties

Digital Skills Project

1. To be responsible for the sign up and management of c80-120 SMEs onto our Digital Skills Project

2. To support the smooth delivery of capacity building workshops/events for SMEs including, room bookings, arrangements with presenters and workshop leaders and refreshments

3. To be responsible for managing c60-80 Work Insight Projects, ensuring students enroll using the programme application form, apply for the correct Projects and complete them in a timely fashion.

4. To be fully responsible for ensuring that the companies complete the application forms, meet the University's requirements in terms of suitable work insight projects, Health and Safety requirements etc, liaising with and advising companies accordingly.

5. To maintain records and databases for the project

6. To provide data on company and student participation for reports to internal and external stakeholders

7. To maintain the Work Insight Placement pages on associated web and our Virtual Learning Environment (VLE) LEARN pages.

8. To be responsible for ensuring that students are fully informed of all Work Insight Projects and are briefed about the Univeristies Health and Safety requirements of completing one of these projects.

9. To liaise with colleagues in the Stakeholder Development and Employability Team to coordinate specialist sessions on CVs, applications and interview techniques and ad-hoc Employer presentations.

10. To support networking events between those offering Work Insight Placements and students

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with students and academic staff but will also include external organisations and parents.

2. To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.

3. 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.

4. To ensure compliance with relevant University policies and procedures.

5. To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

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 Stakeholder Development Manager

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	Previous relevant experience of working in a busy office environment.	1,3
	Experience within a student or other customer- focussed environment.	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	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

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
	Able to take Minutes.	1,3

Conditions of Service

The position is **full-time** and **fixed-term** for 12 months. Salary will be on Administrative Services Grade 4, (£20,675 - £24,462 per annum), plus London Weighting of £3,204 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for Grades 1-5 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 can be found here.

The University offers a wide range of employee benefits which can be found here.

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/