

School of Aeronautical, Automotive, Chemical and  
Materials Engineering

National Centre for Combustion and Aerothermal  
Technology (NCCAT)



## NCCAT Coordinator

Job Ref: REQ240096

***As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.***

### **The Rolls-Royce University Technology Centre in Combustion System Aerothermal Processes (UTC) and the National Centre for Combustion and Aerothermal Technology (NCCAT)**

The National Centre for Combustion and Aerothermal Technology (NCCAT) opened in 2020 and is a global centre of excellence funded through a partnership comprising the Department for Business, Energy and Industrial Strategy, the Aerospace Technology Institute, Innovate UK and with support from Rolls-Royce. The Centre builds on the long-standing strategic partnership between Loughborough and Rolls-Royce which was formalised in 1991 when the Loughborough based Rolls-Royce University Technology Centre in Combustion System Aerothermal Processes (UTC) was established. The UTC (which is located within NCCAT) is an innovative strategic partnership which brings together a leading UK University with one of the world's foremost aerospace companies. The partnership provides a unique infrastructure in which Rolls-Royce and University staff work together to advance understanding and provide design capability in the field of Combustion Aerodynamics and Aerothermal technology. This cutting-edge collaborative research is driven by real industrial challenges and generates innovative technologies for current and next generation low emission gas turbine engines. Building on the experience of working with industry over the last 30 years, the National Centre incorporates a world leading research group of multi-disciplinary researchers within the fields of fluid mechanics and combustion, primarily targeting highly applied challenges faced by the aerospace gas turbine industry. With Rolls-Royce as a lead industrial partner, NCCAT primarily focuses on the development of future low emission aerospace combustion systems and will play a key role in moving towards sustainability and meeting the Government target of a carbon neutral economy by 2050.

NCCAT is an open-access facility, and beyond aerospace, supports commercial customers with the development of key technologies across several UK sectors, such as distributed power generation and the development of measurement technology for harsh environments. This necessitates the development and application of highly specialised research techniques in bespoke facilities that are also used for commercial activities. In addition, the Centre acts as a training ground for current and future aerospace engineers in a critical skill area for the UK, partially achieved through the current EPSRC Centre for Doctoral Training for Future Propulsion and Power (CDT) also hosted within NCCAT. The group now represents a critical mass of circa 55 personnel including academic staff, researchers, specialist technical staff, technicians, and an admin support team. To deliver its objectives NCCAT has also developed a state-of-the-art laboratory which incorporates highly bespoke, unique, and technically complex facilities. At any given time, the group has a large number of active research projects over a range of Technology Readiness Levels (TRL's).

### **Job Description**

**Job Grade:** Administrative Services Grade 5

#### **Job Purpose**

To act as lead administrative coordinator for the National Centre for Combustion and Aerothermal Technology (NCCAT). The successful candidate will be an accomplished, highly organised, proactive, and experienced individual. With a proven track record, they will be expected to provide a full range of administrative services to the NCCAT management team, working with minimal day to day supervision, planning own work to ensure objectives are met. The role will involve liaising with various external organisations along with departments within the University and will require a high level of confidentiality.

## **Job Duties**

### NCCAT Operations

Working with members of the NCCAT management team the post holder will:

- Act as the key point of contact for queries from internal/external sources, managing communications and dealing with queries in a timely and professional manner.
- To develop a strong working relationship with colleagues in Professional Services, i.e., Finance, HR, and the Research and Innovation Office, to ensure compliance with University policy across NCCAT administrative processes.
- Provide administrative and practical support for the NCCAT Technical Management Board (TMB), Steering Committee, and other management groups. Preparing and circulating agendas/minutes in a timely and efficient manner, taking accurate minutes, and recording actions.
- To maintain organised and confidential electronic filing system for all NCCAT admin functions.
- Using Agresso generate quotations for research and commercial projects applying the NCCAT finance model.
- In conjunction with the Head of Business Operations and Development to undertake the management and administration of NCCAT User Agreements for new commercial customers, and to process Non-Disclosure Agreements and any other contractual requirements, liaising with internal and external stakeholders and partners where required or directed.
- To receive incoming NCCAT booking requests, to circulate those to the relevant staff members, and to ensure they are submitted to the TMB for review/action.
- To manage the NCCAT booking schedule.
- To receive new Campus Partner ID card application forms, and to liaise with campus card services to issue cards, ensuring relevant access permissions are granted. To regularly review the NCCAT access list, acting on any changes required.
- Promote awareness of NCCAT and its activities to relevant stakeholders, organising events, updating NCCAT webpages and contributing to social media content creation.
- Be responsible for highlighting any concerns across all areas of the role and making recommendations on managing/resolving more complex situations.
- Use comprehensive knowledge of administrative or operational processes to contribute ideas and innovative solutions to improve processes.
- To provide support to the NCCAT Director, Head of Business Operations and Development, and Head of Technical Operations in respect of any professional duties and to undertake any project work as directed.

### Finance

- To be the first point of contact for financial queries related to the NCCAT.
- Proactively manage all NCCAT accounts, monitoring income and expenditure, checking for any errors/anomalies, processing journal transfers.
- To generate financial reports and provide financial data as required, to assist with business planning and budget monitoring.
- Using the Agresso Finance System, to act as a Designated Department Person (DDP) to purchase and receive goods and services for NCCAT. This will include completion of Contract Award Approval Forms where required.
- To log UTC/NCCAT export controls risk assessments as part of the procurement process.
- To set up new suppliers on the Agresso system as/when required.
- Be the holder of a University purchasing card.
- To maintain confidential and appropriate financial records for NCCAT, specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
- Liaise with Rolls-Royce and other commercial partners to meet invoicing deadlines.

### Human Resources

- To provide advice and guidance to staff on recruitment, selection and induction matters and to support colleagues in applying the University's human resources policies and procedures.
- To co-ordinate a range of activities relating to the recruitment, selection, and induction of staff within NCCAT, drafting adverts, co-ordinating the drafting of job descriptions, person specifications and further particulars, and to ensure that best practice is applied.
- To maintain accurate records of fixed term contracts and to co-ordinate the return of extensions or terminations of such contracts with HR and Operations Committee.
- To assist the management team to monitor sickness and other absence, and to liaise with the relevant line

managers in respect of addressing, short-term and long-term absence.

- To manage sickness absence on iTRENT.
- Provide guidance to relevant line managers on the induction policy for new starters, and implementation of the agreed NCCAT/UTC staff exit policy.

#### General Administration

- To provide cover and support 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 Head of Business Operations and Development.

#### **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. 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 Head of Business Operations and Development.

## 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
- 3 - Interview

### Essential Criteria

Area	Criteria	Stage	
Experience	Significant previous experience within an appropriate business environment	1, 3	
	Able to demonstrate in-depth knowledge of administrative procedures	1, 3	
	Experience of dealing with people in a variety of complex and difficult situations	1, 3	
	Experience of working with financial systems	1, 3	
	Experience of the preparation/presentation of financial reports	1, 3	
	Experience of creating, maintaining, and monitoring accurate electronic records	1, 2, 3	
	Experience of organising and servicing committee meetings	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
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		1, 3	
Excellent interpersonal, organisational, oral, and written communication skills		1, 3	
Flexible, willing, and reliable with good time management and organisational skills		1, 3	
Able to deal with a variety of people in a professional manner, to build effective networks and working relationships with others		1, 3	
Able to work under pressure and meet competing deadlines		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 spreadsheets, Microsoft Office, and Outlook		1, 2, 3	
Training		Demonstrate evidence of having undertaken further training	1, 3
		A willingness to undertake further training as necessary and to 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	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1, 3	
	Commitment to providing an excellent service to all types of clientele	1, 3	

	Commitment to observing the University's Equal Opportunities policy at all times	1, 3
	Commitment to observing the University's IT Acceptable Use Policy and other relevant University policies	1, 3

#### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a research environment within HE	1, 3
	Experience of administering research projects and managing project budgets	1, 3
	Experience of Loughborough University administrative procedures	1, 3
	Experience of Loughborough specific systems and procedures	1, 3
	Experience of organising of events	1, 3
	Experience of updating web content	1, 3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g., Agresso	1, 3
Qualifications	Educated to degree level or equivalent	1, 3

#### Conditions of Service

This is a full-time open-ended post. Salary will be on Administrative Services Grade 5 (£27,979 to £32,982 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 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 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/>