

Innovation and Research Centre Coordinator

Job Ref: REQ240193

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

The Loughborough University/Caterpillar Innovation and Research Centre (I&RC) in Off-Road Powertrains was formed in 2009 and is a partnership between academia and industry with the aim of meeting business needs and academic goals. For more details of the centre, please see our dedicated website here: <https://www.lboro.ac.uk/research/cat-irc/>

The post holder will act as the key liaison between Caterpillar and Loughborough University and will be the primary contact for academic staff, research students and colleagues in Professional Services within the University offering advice and guidance and overseeing the day-to-day Governance of the Centre.

As part of their duties, the coordinator will help manage delivery of the project to legal contracts, staff lists, the financial summaries and other key performance indicators which are utilised to ensure the deliverables of the various projects within the Centre are delivered in line with the agreement and associated quality plan.

The role will require initiative, diplomacy, tact and a high level of confidentiality. The post holder will have a substantial amount of autonomy and will be required to work independently on a range of tasks ensuring the work is carried out in a timely and accurate manner. They will help support formal management team processes working with the full trust of members of the steering, management and technical teams within the University and at Caterpillar.

Job Description

Job Grade: Administrative Services Grade 5

Job Purpose

To work within the School of Aeronautical, Automotive, Chemical and Materials Engineering as the I&RC Coordinator. To provide a wide-ranging administrative support to the I&RC Centre Director to ensure the smooth running of the I&RC's operations, being responsible for developing and maintaining all administrative processes including quality assurance.

Job Duties

Administrative Duties

1. To develop and maintain a strong working relationship with key Caterpillar colleagues and act as the first point of contact to the members of the I&RC team. To liaise and advise colleagues on the policies and procedures that govern the Centre.
2. To work with project leads and ensure all the necessary legal contracts and supporting documents (schedules of work, RX2's, J code set up) are completed for each new project. Monitor and manage the approval process through to the successful sign-off and start of the project in a timely and efficient manner.
3. To gather and manage Cat Software licenses, collaboration resources on SharePoint, publications, patents and staff lists, as required by the I&RC agreement.
4. To monitor and support completion of actions arising from the management and steering committee meetings.
5. To assist in the preparation of the I&RC annual report, gather project details and ensure Loughborough University is presented at its best.
6. To carry out administrative and secretarial support for the I&RC Director and management team as and when required. This includes diary maintenance, arranging meetings, organising travel arrangements, dealing with telephone calls/emails, receiving visitors, taking actions at meetings, and preparation of PowerPoint presentations.
7. Support academics in project delivery, including ordering goods, travel planning, monitoring deliverables, spend and logging formal communications.
8. To use knowledge of administrative and operational processes to contribute ideas and innovative solutions to improve processes.
9. To work with minimal day to day supervision, planning own work to ensure deadlines are met.
10. To assist the I&RC Centre Director in updating policies and procedures and the associated paperwork, including the I&RC Quality Plan.
11. To undertake any I&RC project work as identified by the I&RC Centre Director as and when required.

Finance

1. To work closely with the I&RC Centre Director to maintain the I&RC research accounts. This includes setting up new accounts, organising invoicing, monitoring expenditure, collating paperwork for audit purposes, assisting with financial forecasting and budgeting, and liaising with the Research and Innovation Office to ensure transactions occur effectively and accurately and that agreed procedures are followed.
2. To liaise with Caterpillar to ensure that the invoicing is up to date (particularly at Caterpillar year-end) and that purchase orders are received. To deal with any incoming requests from Caterpillar in a professional manner.
3. To use initiative and apply problem solving skills where inaccuracies exist, including recommending solutions to prevent such problems recurring in the future.
4. To hold and use a University Purchasing card, following correct procedures.
5. To be responsible for the purchase of the goods and services required for all the projects in the I&RC using the University Purchasing Card or the University Agresso finance system. To raise orders, checking all paperwork and using initiative to take action on any discrepancies

or inaccuracies.

Events and Communication

1. To organise monthly management committee meetings with Caterpillar. The post holder will also be responsible for managing the agenda, monitoring and reporting the status of I&RC projects, minute taking and circulating the agenda and minutes of prior meetings.
2. To organise the quarterly review and steering committee meetings with Caterpillar. This includes room bookings, setting up of teleconference facilities and making hospitality arrangements.
3. To take a lead on the organisation the I&RC annual review, a major event which is held each year in the USA. This includes timetabling and arranging the various meetings with colleagues at the University, Peterborough and in the US, booking travel and accommodation and all the relevant logistical and planning details. The post holder will also assist the Centre Director with the preparation the annual report and will be responsible for managing the budget for the event.
4. To organise other conferences and events as necessary to promote the I&RC's research groups and activities, such as research seminars or technical workshops.
5. To lead in the update of the I&RC webpages and social media presence, generate ideas to promote the research group activities and update and develop new content to ensure it remains current.

Staffing and Resources

1. To administer the recruitment of I&RC research and technical staff and liaising with the Human Resources department. This includes arranging interviews, organising inductions for new staff, and ensuring that new staff understand and conform to the necessary confidentiality provisions.
2. To liaise with the University's Doctoral College Office and School's Research Administrator to organise registration of new PhD students, and the setting up of studentship awards.
3. To assist with the organisation and preparation of the associated documentation for the secondment of I&RC staff to Caterpillar sites.

General Administration

1. Any other tasks as may be required by the I&RC Director which are commensurate with the role and grade of the post.
2. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing with students and parents, academic staff, external organisations and other University Colleagues.
3. 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.
4. To ensure compliance with relevant University policies and procedures.
5. To undertake any training and development deemed appropriate for the position.

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 the Senior Management Support Administrator. Day to day task allocation and management will be from the I&RC Centre Director.

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 – Interview

Area	Criteria	Stage
Experience	Significant previous relevant experience within an academic or similar environment.	1,2
	Able to demonstrate in-depth knowledge of administrative procedures and able to advise colleagues of such procedures	1,2
	Experience of working independently using own initiative, managing and organising a large and diverse workload.	1,2
	Experience of working with financial systems	1,2
	Experience of working effectively with a wide range of key internal and external stakeholders	1,2
Skills and abilities	Excellent interpersonal, organisational, oral and written communication skills.	1,2
	Well-developed problem-solving skills, using initiative and judgement in more complex situations.	1,2
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1,2
	Ability to build effective networks and working relationships with others	1,2
	Ability to take minutes or action logs for meetings	1,2
	Ability to observe confidentiality always	1,2
	Able to work with accuracy and attention to detail.	1,2
	Proficient in the use of Microsoft Windows applications	1,2
Training	A willingness to undertake further training as appropriate for the role.	1,2
	A willingness to adopt new procedures as and when required.	1,2
Qualifications	A level education or equivalent.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,2
	Experience of Loughborough University administrative procedures or similar.	1,2
	Experience of administering research projects and managing project budgets	1,2
	Experience of working with industrial partners	1,2
Skills and abilities	Skills using relevant IT systems eg, Agresso, and CMIS or similar.	1,2
	Understanding and knowledge of relevant legislation eg, Data Protection Act, Freedom of Information etc.	1,2

Qualifications	Educated to degree level or equivalent	1,2
Other		

Conditions of Service

The position is full time and open ended, although subject to external funding. Salary will be on Administrative Services Grade 5, within the salary band of £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 Terms and Conditions of Employment for Staff Grades 1-5, 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](#).

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/az/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/>