

Research Project Administrative Officer

Job Ref: REQ240262

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 Wolfson School of Mechanical, Electrical and Manufacturing Engineering is one of the UK's largest engineering schools, with over 250 staff, 150+ PhD researchers and 2000 undergraduate students with an annual budget of £35m. The School boasts impressive links with industrial partners and an enviable international reputation in many of our wide variety of research areas.

Our School Vision is to create positive impact from our engineering research and education to the benefit of society, industry and commerce.

Project Description

There is a vacancy within the Centre for Sustainable Manufacturing and Recycling Technologies (SMART) at Loughborough University for an enthusiastic Administrative Officer with strong interest to support the academic and research staff to maintain and grow the international reputation within the demanding focus on sustainability research. The Centre for SMART was first established within the Wolfson School in 2004 and its mission is to develop the new strategies, methodologies and supportive technologies required to implement a sustainable approach to the design, production, consumption and disposal of manufactured products thereby helping to safeguard the future of the planet. The Centre has core expertise and knowledge in life cycle analysis, sustainable design, resource and energy efficient manufacturing, end of life processing of products, and sustainable consumption and business models that are key enablers for achieving transformational change. Our industrially focused research enables us to work with some of the world's most renowned engineering and commercial companies.

This post is as part an Engineering Physical Science Research Council (EPSRC) funded research project involving the Centre for SMART at Loughborough University, Schools of Business and Design and Creative Art at Nottingham Trent University, the Surgical Technologies Research Group and Division of Health Economics at University of Leeds, two NHS Trusts and several other industrial partners. The project aims to create novel design and material specifications, reprocessing technologies as well as digital tools to demonstrate the technical, economic and operational viability of the circular economy for small medical devices. The research will utilise four carefully selected case study products representing complexity vs value recovery to demonstrate the possibilities for reuse, remanufacture and/or recycling of medical product/device.

The project is led by Prof Shahin Rahimifard.

Job Grade

Administrative Services Grade 5

Job Purpose

To assist the Principal Investigator (PI) to oversee the administrative duties in the research project; working closely with Co-Investigators (Cols) at Loughborough University, University of Leeds, and Nottingham Trent University to deliver a programme of research community building, industrial collaboration and wide-scale dissemination of project results via online and in-person workshop and annual conferences as well as promotional and marketing materials. This includes developing and maintaining project IT services (website, social media accounts, secure shared data space), assisting PI with overseeing the financial transactions, hosting project visitors, and aiding with reporting and documentation of project results.

Job Duties

Working with the PI and Cols to participate and assist in all matters associated with project administrative duties, this includes.

- To provide PI with timely and effective management information and to follow-up on discrepancies in a timely manner. To act as a first point of contact for project staff requiring information, or data returns, and to liaise with academics, researchers, and students when appropriate.
- To maintain project IT services, including a project website and social media accounts, secure shared data space, as well as managing the storage and safe keeping of files and other documentations.
- To assist the PI with overseeing the financial transactions including processing of invoices, purchasing of office and laboratory consumables and equipment, booking travels and processing expenses, overseeing payments for networking activities (workshops and conferences).
- To arrange, support, attend formal meetings, circulating papers, taking minutes, preparing subsequent correspondences, and to assist with general administration of project meetings.
- To liaise and respond to queries by the project funders (EPSRC), advisory group members, industrial partners and end-user group members, and other internal and external project collaborators.
- To arrange for hosting project industrial and academic visitors, national and international visiting researchers, Non-Governmental Organisations (NGOs) and governmental officers.
- To contribute to preparation and generation of reports and other documentations required as part of various project activities and internal and external assessment processes.
- To oversee the administration of staff and student attendance, monitoring and booking of annual holidays and related issues such as requests for Leave of Absence and Industrial Secondments.
- To ensure that the project is in full compliance with University policies and procedures including Data Protection and Freedom of Information.
- To remain open to providing support in any area of the wider project needs and when requested by PI and; to ensure that key services are maintained at all times; to assist other members of staff during peak periods in the academic cycle.
- To ensure compliance with relevant University policies and procedures.

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.

SPECIAL CONDITIONS

Annual leave requests will be restricted at key points in the academic calendar, and will be approved subject to the needs of the business.

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. 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.

Organisational Responsibility

Reports to the Principle Investigator: Professor Shahin Rahimifard.

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	Extensive experience of working as an administrator, in an HE academic department/school environment, preferably supporting large research programmes	1,3
	Experience of dealing with researcher associates and students from a variety of backgrounds in supportive and inclusive manner	1,3
	Experience of liaising efficiently with industrial partners and external stakeholders	1,3
	Experience of advising others in a variety of complex and difficult situations, including regulatory advice	
	Experience of organising large research gatherings, workshops and conferences	
Skills and abilities	Professional with excellent customer focus	1,2,3
	Excellent interpersonal and Communication skills	1,2,3
	Excellent practical IT skills (Microsoft Office, Excel), website maintenance, social media promotion	1,2,3
	Excellent organisational skills, with the ability to prioritise work effectively	1,3
	Able to plan, prioritise and work independently with minimal supervision	1,3
	Proactive, flexible, reliable and discrete	1,3
	Proven ability to deal with work pressure effectively	1,3
	Ability to work to a high level of accuracy	1,2,3
	Demonstrable ability to use own initiative	1,3
Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required	1,3
	Demonstrate an ongoing commitment to personal development	1,3
Qualifications	A level education or substantial relevant experience	1
	GCSE Grade C or equivalent in English and Mathematics	
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3
	Attending and taking notes during project meetings at all three Universities involved in the project.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of report writing and proof-reading research publications	1,3
Skills and abilities	Ability to review, develop and implement new or existing processes	1,3
	Knowledge of Loughborough University IT systems	1,3

Conditions of Service

The position is **Part time (0.6 FTE)** and **Fixed Term** to end of February 2025. Salary will be within Administrative Services Grade 5 (£27,979 - £31,396) 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 Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

Due to specific project requirements, it is anticipated that the working patterns to be based on a continuous 4.5 hours per day during the mornings.

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/>