

Centre Administrator (CCG Programme): The Loughborough Centre for Sustainable Transitions: Energy, Environment, and Resilience (STEER)

Full-time, fixed term starting as soon as possible until 31 March 2025.

REQ240549

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Centre Description

The aim of the Loughborough Centre for Sustainable Transitions: Energy, Environment and Resilience (STEER) is to develop world-class, agenda-setting research to support delivery of the Sustainable Development Goals (SDGs), with a particular focus on SDG7 on ensuring access to affordable, reliable, sustainable, and modern energy for all and inter-connected SDGs.

The Climate Compatible Growth ('CCG') programme, which sits within STEER alongside the UK PACT (CCG) programme, is an FCDO funded initiative that is complex, challenging and attempts to partner and support development trajectories of Sub-Saharan Africa and developing Asia. It consists of a core group of partners lead by Loughborough including the Open University, KTH, UCL, Oxford, Cambridge, and Imperial College London, Centre for Global Equality and Climate Parliament.

Job Description

Job Grade: Administrative Services Grade 5

Job Purpose

The aim of this role is to support the CCG programme management team in the day-to-day co-ordination of the projects within the programme.

The Centre Administrator's duties will range from providing relatively straightforward administrative and secretarial support through to more complex organisational and management tasks such as tracking research projects and financial management of the programme's Flexible Funds and other projects, organising events, undertaking procurement tasks and liaising with the programme consortium and country partners. The Centre Administrator will also actively contribute to the process of tracking performance against key performance indicators, quality assurance of the programme outputs and preparation of formal reports on progress.

The ideal candidate will have significant experience of working within a more senior administrative role; experience of liaising with academics, industrial stakeholders and others, both in the UK and overseas, preparing accurate management information, project monitoring, project/operations finance administration and event management.

Duties and Responsibilities:

General Administration

- To assist CCG Programme Management Team with administration of CCG Flexible Funds including support with the administration of open calls, proposal evaluation and approval processes and liaison with the delivery partner
- Timely monitoring of Flexible Funds budgets and other projects, ensuring that accurate financial records are kept and informing the Project Managers with the updates on the financial commitments against the budgets
- To contribute to generation of regular reports for the funding authorities (FCDO, DESNZ and others) and other relevant monitoring bodies including the monitoring of budgets, collation of data and drafting of reports for the approval of the Programme Manager.
- To support CCG Programme Management Team with the management of the programme outputs process – output capturing, processing, quality control and reporting
- To provide administrative support for the work of the Centre in the areas of:
 - Organisation of events, meetings and workshops
 - Administrative support to the Centre staff for organisation of meetings, room bookings, travel bookings and monitoring of budgets.
 - Dissemination of information as instructed and on own initiative
- To work effectively with relevant administrative, technical and academic staff in the Centre, School and the University Professional Services.

Business Administration

- Using the LU finance and procurement systems for undertaking business administration responsibilities such as:
 - Purchasing goods and services
 - Processing supplier finance details (for addition as a supplier)
 - Checking and processing grant disbursement claims and supplier invoices
 - Purchasing via Purchase Order and Purchase Card, raising invoice requests and BACS transfer requests.
 - Processing of contract award approval forms, arranging for supplier records set up and conducting supplier due diligence processes
- To be the first point of contact for all queries associated with financial transactions on the projects.
- To maintain appropriate financial records (using Microsoft Excel and Agresso) including those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
- To develop a strong working relationship with colleagues in Professional Services, in particular, with Research and Innovation Services and Finance/Payment and Procurement Teams to ensure that all programme processes and procedures reflect and comply with university policy.

General Administration

- To proactively keep the Centre's general administrative processes under review, providing guidance where necessary. To work with CCG Head of Portfolio, Programme Manager and Project Managers in developing new and improved policies and procedures, and to support their implementation.
- To respond to enquiries received in person, by telephone or email about the project and take appropriate action. This will include dealing primarily with external organisations and academic staff.
- To service CCG meetings as required, including the preparation of the agenda and minutes of meetings
- To organise 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 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.

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.

The post-holder may be required to work unsocial hours on occasions.

Organisational Responsibility

Reports to CCG Programme 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	Significant experience of working within a more senior administrative role.	1,3
	Significant previous relevant experience of working in a busy office environment.	1,3
	Proven experience of working coordinating financial aspects of projects/operations (budget monitoring, reporting etc.)	
	Experience of liaising with academics, industrial stakeholders and others, both in the UK and overseas or similar.	1,3
	Experience of dealing with people in a variety of complex and difficult situations	1,3
	Experience of establishing and maintaining accurate electronic records	1,3
	Experience of working individually and as part of a team.	1,3
	Experience of working in a multi-disciplinary knowledge-based environment or similar.	1,3
	Organising meetings, minute taking and making travel arrangements	1,3
	Experience of event organisation, management and participation.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Financial acumen to monitor and update projects and funding allocations using excel and organisational financial, procurement systems.	1,3
	Well-developed problem-solving skills, using initiative and judgement in more complex situations.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Demonstrable ability to plan, rationalise competing demands and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, verbal and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to use initiative and judgement to handle complex problems, especially where no precedent exists.	1,3
	Able to work with a high level of accuracy and attention to detail.	1,3
	Able to maintain confidentiality	1,3
	Advanced practical IT skills including Microsoft Office (particularly Excel) and Outlook diary management.	1,3
	Willingness to learn, adopt and champion new IT packages and softwares (i.e. ClickUp and Qualtrics)	1,3

	Creative approach to problem solving and ability/willingness to use IT packages (Microsoft and others) to improve processes and solve problems	1,3
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
	Experience of working with partners/collaborators from overseas.	1,3
	Experience of completing due diligence processes .	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g.,Agresso	1,3
	Understanding and knowledge of relevant legislation eg,Data Protection Act, Freedom of Information etc.	1,3
	Development and updating web-site content	1,3
	Awareness of reporting requirements of funding bodies, such as the FCDO/BEIS, and other sources of research funding	1,3

Conditions of Service

The position is offered full time and fixed-term commencing as soon as possible, until 31 March 2025. Salary will be on Administrative Services, Grade 5, £27979 to £32982 per annum (pro-rata if part time), 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](#).

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/>