

Business Administrator (CCG)

Full-time and Fixed Term starting as soon as possible and ending 31st March 2025

Job Ref: REQ240833

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Programme Description

The Loughborough Centre for Sustainable Transitions: Energy, Environment and Resilience (STEER) is seeking an excellent Business Administrator. STEER brings together large FCDO-funded programmes on Climate Compatible Growth and Modern Energy Cooking Services as well as innovative projects on inclusive and integrated energy planning. STEER's mission is to accelerate the transition to inclusive, sustainable, and resilient energy systems through innovative research, analysis and capacity building. This position provides an exciting opportunity to play an integral role in that mission.

This role is based within STEER's Climate Compatible Growth (CCG) programme. The Climate Compatible Growth (CCG) programme is funded by the UK's Foreign, Commonwealth and Development Office (FCDO) to support investment in sustainable energy and transport systems to meet development priorities in the Low-to Middle-income Countries.

The Business Administrator's duties will range from providing administrative support through to more complex organisational and management tasks such as tracking research projects and financial management, organising events, recording Board activities and advising on relevant policy. The Centre Administrator will contribute actively to the Centre by tracking performance against key performance indicators and preparing formal reports on progress.

You will have experience of working within a senior administrative role; experience of liaising with academics, industrial stakeholders and others, both in the UK and overseas or similar; plus experience of event organisation and participation.

The post holder will be required to travel internationally to support facilitation of capacity-strengthening events. This may involve up to five international trips per year, each lasting approximately two weeks. CCG capacity building events will usually, but not exclusively, take place in Low-to-Mid-Income Countries (examples of previous locations include Namibia, Ghana, Brazil, Cost Rica and Italy)

Job Description

Job Grade:

Administrative Services Grade 4

Job Purpose

To work within the School of Social Sciences and Humanities in Geography and Environment, within the programme management team of the Climate Compatible Growth (CCG) Programme administrative support team to provide support for:

- General Administration
- Business Administration
- Event organisation support
- PA duties

Job Duties

General Administration

1. Supporting the programme management team with updating and maintaining documents and records associated with donor reporting requirements (quarterly and annual).
2. To manage the CCG email inbox.
3. Support the programme management team in completing the processes necessary to bring contracts to execution (eg supporting with due diligence, procurement and supplier processes).
4. To respond to enquiries received in person, by telephone or email about the programme and take appropriate action. This will include dealing primarily with external organisations and academic staff.
5. 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.
6. To ensure compliance with relevant University policies and procedures.
7. To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.
8. Gather and synthesize reporting information for use by the programme management function and research office.
9. Assist as requested with ad hoc requirements of the programme as determined by the lead academic and programme management function.

Business Administration

1. Using the Agresso Finance System, to be responsible for CCG business administration such as:
 - Purchasing goods and services
 - Processing supplier finance details (for addition as a supplier)
 - Checking and processing claims for expenses and invoices
 - Processing journal transfers
2. To be responsible for purchasing via Purchase Order and Purchase Card, raising invoice requests and BACS transfer requests.
3. Working with the University payments office to ensure that supplier invoices are processed and paid in a timely manner
4. To maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
5. To develop a strong working relationship with colleagues in Professional Services, in particular, in the central Finance and Purchasing Offices, to ensure that all internal School processes and procedures reflect and comply with University policy.

Event organisation support

1. Provide administrative support to CCG events (CCG general meeting, international summer schools, workshops etc.)
2. Making travel and accommodation arrangements using Loughborough University supported booking portal
3. Liaison with venues and participants located in LMICs.
4. Working with CCG Programme Coordinator, Loughborough University Finance colleagues and event managers to administer and process payments to event venues and expenses to event participants
5. Supporting event facilitation (including facilitation of international events taking place in LMIC)

PA duties

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will primarily include dealing with academic staff, external organisations and other University Colleagues.
2. To support the lead academic and LU's programme management function with administrative requirements, such as diary management, travel arrangements and minute-taking as required.

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 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	Previous relevant experience of working in a busy office environment.	1,3
	Experience within a customer/externally facing environment.	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
	Experience of basic finance	
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

	Understanding cultural differences and ability to deal with people from different backgrounds 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	1,2,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Demonstrate evidence of being able 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	Ability to travel internationally	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of Loughborough University administrative procedures	1,3
	Experience of working with organisations from outside the UK	1, 3
	Experience in supporting event organisation	1,3
	Experience in contributing to reporting for senior internal or external audiences (e.g. board of directors, funders, shareholders etc.)	1, 3
Skills and abilities	Experience of using Loughborough University systems and processes e.g. Agresso.	1,3
	Understanding and knowledge of relevant legislation e.g. Data Protection Act, Freedom of Information etc.	1,3
	Ability to take meeting minutes	1,3

Conditions of Service

The position is full time, and fixed term starting as soon as possible and ending 31st March 2025. Salary will be on Administrative Services, Grade 4, salary band £23,700 - £27,181 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/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/>