

Research Administrator 0.5FTE

Job Ref: REQ241074

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department

This post will form part of a CoSTAR Foresight Lab Policy team, based at Loughborough University in London.

Convergent Screen Technologies And performance in Realtime (CoSTAR) is a new network infrastructure designed to drive innovation in emerging technologies across screen and performance. Supported by UK Research and Innovation through the Arts and Humanities Research Council, the CoSTAR network is formed of five labs, based across the UK and bringing together a diverse range of partners across academia and the creative industries.

The CoSTAR Foresight Lab will deliver a robust programme to address the acknowledged gaps in understanding how creative businesses are deploying these advanced creative media technologies, and the impacts of these deployments. Led by Goldsmiths, in collaboration with Edinburgh and Loughborough Universities and the BFI, the Foresight Lab will leverage an unrivalled team and network, comprising world-leading players in the creative technology R&D space from both academic institutions and industry, across the UK.

Job Description

Job Grade

Administrative Services Grade 5

Job Purpose

To provide support to the CoSTAR Foresight Lab Policy team setting up administrative systems to support policy engagement and research activity, including:

- Data-mapping and other research co-ordination activity, across the Foresight Lab
- Assisting with desk research on creative industries and creative technologies
- Drafting of emails and occasional policy briefings
- The organisation of seminars and other events, including room-bookings, catering arrangements and Eventbrite management
- Setting up and management of other systems to support policy and research activity undertaken by the Policy team
- General Administration

Job Duties

1. To assist the members of the Policy team in conducting regular research mapping and co-ordination activities, including maintaining a database of current activities and current personnel across the CoSTAR network.

2. To undertake occasional desk research and to support other research activities undertaken by the Policy team.
3. To contribute towards the development of literature reviews and other research and policy documents developed by the Policy team, including drafting of documents as appropriate
4. To ensure that the best use is made of the Policy Unit Director's time and the time of other senior staff by being proactive in dealing with enquiries.
5. To draft emails and other related correspondence, working with colleagues in the team
6. To manage the collation and distribution of internal reports across the Policy team and the wider Foresight Lab, maintaining a system for filing and tracking materials
7. To create and manage other administrative systems across the Policy team, to ensure ready access to materials
8. To manage the delivery of seminars and similar online and in-person meetings, taking responsibility for invitations, participant database, room and catering bookings etc.
9. To service the Creative Technologies Policy Forum, including the preparation of the agenda and minutes of meetings
10. To be responsible for purchasing via Purchase Order and Purchase Card, raising invoice requests and BACS transfer requests, booking conferences and making travel and accommodation arrangements for team members
11. To assist colleagues with costing for, and monitoring of, expenses related to research grants and conferences hosted or organised by the Policy team
12. To provide administrative support to the Policy Director and the wider Policy team.
13. To act as 'team co-ordinator' on a day-to-day basis, ensuring its efficient and effective administration.

General Administration (to be added to all roles)

1. 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.
2. 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.
3. To ensure compliance with relevant University policies and procedures.

To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager

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 Professor of Practice, Graham Hitchen.

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 previous relevant experience within an appropriate environment.	1,3
	Significant experience within a student or other customer - focussed environment.	1,3
	Experience of dealing with people in a variety of complex and difficult situations.	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
	Able to work under pressure and meet competing deadlines.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
	Demonstrate evidence of having undertaken further training.	1,3
Training	Adopt new procedures as and when required.	1,3
	A level education or equivalent.	1
Qualifications	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 the supervision and line management of staff.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg LUSI, Agresso, Co-Tutor, LEARN and CMIS.	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1,3
	Able to take Minutes.	1,3

Conditions of Service

The position is PART-TIME and FIXED TERM. Salary will be on Administrative Support AD5, £28,879 - £33,882 per annum (pro-rata) plus London weighting £3,606 per annum (pro-rata), 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 equity 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/>