

Partnership Development Administrator - KTP

Job Ref: REQ250143

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

The Research & Innovation Office plays a leading role in shaping and delivering the University's research, innovation and enterprise activities and provides a high quality, added value and seamless service to researchers across the research development pipeline. The Office incorporates a number of different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research & Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

Job Description

Job Grade: Administrative Services Grade 4

Job Purpose

This role involves working closely with external organisations and academic colleagues to support knowledge transfer and engagement activities. This includes administrative support to the Knowledge Transfer Partnership (KTP) programme. The postholder will take enquiries and provide administration support throughout the process to support the KTP portfolio pre and post award. This will include liaison with internal and external stakeholders at all levels. You will be a member of the Partnership Development Team in the Research and Innovation Office.

Job Duties

- First point of contact for internal and external customers of the KTP scheme at Loughborough University, triaging and/or dealing with queries as appropriate
 - Guided by the KTP Team, this role will provide support for the Knowledge Transfer Partnership programme to include the following:
 - Assisting with the promotion and marketing of KTP for internal and external events.
 - Assisting with writing and reviewing content for Loughborough University KTP website, social media and public communication.
 - Updating the KTP website, social media and pages periodically.
 - Utilise the project management system to set up and record accurate budget and expenditure code information. Deal with enquiries, including those relating to availability of funds left on projects, incidences of expenditure, grant rules and regulations and other budgetary information.
 - Utilise the internal costing tool (Worktribe) and external portal (Innovate UK) to produce and monitor financial statements for individual KTP projects and programme portfolio. Responsible for ensuring that grant claims and management reports are submitted on time, ensuring all invoicing is kept up to date, highlighting and resolving any discrepancies. This also includes final account reconciliation.
 - Liaise with internal and external stakeholders to assist with the KTP recruitment using the University's Human Resource system (iTrent) to include responding to applicant enquiries, distributing job information packs, maintaining records of applicants, co-ordinating interview arrangements, and

- processing interviewee travel claims.
- Liaise with companies, interviewees, academics, HR and academics throughout the recruitment process ensuring that all are familiar with the process, visa requirements and timescales are noted, and that the University's Equal Opportunities/rights to work/confidentiality and other policies are strictly adhered to.
- Liaise with all partners to co-ordinate KTP Local Management Committee (LMC) meetings, collating reports, circulating agendas and relevant reports. Ensuring all action points are highlighted and actioned by the nominated Partnership Development colleagues.
- Ensure all documentation is submitted to the Innovate UK portal in the appropriate timeframe to ensure funder governance is adhered to. This will include final reports.
- Maintain regular contact and build positive relationships with KTP Associates to assist and support them with their bookings for travel, training, accommodation and dealing with general enquiries. Assist with the purchasing of consumables via purchase order and purchase card for Associates where appropriate, ensuring compliance with university and funder governance. This will involve developing a strong working relationship with colleagues in Professional Services and Schools, to ensure that all internal office processes and procedures reflect and comply with university policy.
- Co-ordinate sickness and annual leave returns to comply with visa legislation.
- Develop a strong network across the region, with particular emphasis on the KTP community to develop ideas on best practice for KTP and other business engagement. This includes attending face to face and online meetings with the East Midlands Knowledge Exchange Forum and optional attendance at the National KTP Conference.

Other

- To undertake any other duties which may reasonably be required and that are commensurate with the nature and grade of the post.
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Research & Innovation Office.
- This role may require some flexibility in working hours.

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 Partnership Development Officer - KTP

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 clerical/office administrative experience	1, 3
	Experience in working in a business, customer focused environment, including development and execution of marketing activities.	1, 3
	Previous experience within a working within a team of project officers.	1, 3
	Experience in reviewing content for websites, social media and public communication.	1, 3
Skills and abilities	Strong interpersonal skills with ability to establish and maintain good working relationships at all levels including the most senior in companies and the University.	1, 3
	Excellent communication skills with the ability to work in a methodical and accurate manner, having a high level of attention to detail.	1, 3
	Strong team player, with the ability to work independently when required.	1, 3
	Good working knowledge of Microsoft software packages with particular emphasis on Microsoft Word, Excel, Outlook and PowerPoint.	1, 3
	Ability to prioritise workload, working to tight deadlines and use initiative where appropriate.	1, 3
	Good basic financial administration skills	1, 3
Training	A willingness to undertake further training as appropriate and to adopt new processes and procedures as required.	1, 3
	A willingness to learn the rules and governance around the KTP Programme	1,3
Qualifications	Good standard of education – minimum of GCSE Maths and English	1, 3
Other	Commitment to understanding Equity, Diversity and Inclusion (EDI) challenges and observing University EDI policies	1, 3
	Willingness to work outside normal office hours occasionally to meet the demands of the job.	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in HEI, with particular emphasis on Knowledge Exchange activities (Knowledge Transfer Partnership programme).	1, 3
	Experience in providing support for projects.	1, 3
	Experience in providing support for events.	1, 3
	Experience of taking minutes for technical projects.	1, 3
	Previous experience working with complex systems and portals (to include Finance and HR) used for reporting and programme management.	1, 3

Conditions of Service

The position is full-time and open ended. Salary will be on Administrative Services 4 £24,900 - £28,381 per annum, at a starting salary to be confirmed on offer of appointment relevant to skills and experience. 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/>