

## **NCCAT Administrative Assistant**

**Job Ref: REQ250522**

**National Centre for Combustion and Aerothermal Technology (NCCAT), which includes the Rolls-Royce University Technology Centre in Combustion System Aerothermal Processes (UTC).**

The National Centre for Combustion and Aerothermal Technology (NCCAT) opened in 2020 as global centre of excellence. It was funded by the Department for Business, Energy and Industrial Strategy, the Aerospace Technology Institute, Innovate UK, and support from Rolls Royce. NCCAT builds on a partnership between Loughborough University and Rolls Royce, started in 1991 with the Loughborough based Rolls Royce University Technology Centre (UTC). Located within NCCAT, the UTC collaborates with a leading UK university and a top aerospace company to advance Combustion Aerodynamics and Aerothermal technology, developing innovative low-emission gas turbine engines.

Building on 25 years of industry collaboration, the National Centre features top researchers in fluid mechanics and combustion. With Rolls Royce as a lead partner, NCCAT focuses on developing low-emission aerospace combustion systems to support sustainability and help achieve the Government's carbon-neutral target by 2050. Beyond aerospace, we support diverse UK sectors such as distributed power generation and advanced measurement technology for harsh environments.

Our state-of-the-art facilities and specialised research techniques cater to commercial needs, driving technological advancements. NCCAT is also a premier training ground for the next generation of aerospace engineers, powered by the EPSRC Centre for Doctoral Training for Future Propulsion and Power.

### **Job Description**

**Job Grade:** Administrative Services Grade 4

#### **Job Purpose**

To work as part of the NCCAT administrative team providing wide-ranging administrative support to ensure the smooth running of NCCAT's operations. The role will involve liaising with various external organisations along with departments within the University. The postholder will be required to use initiative to work independently on a range of tasks and will require a high level of confidentiality.

#### **Job Duties**

##### **Finance**

To be the first point of contact for all queries associated with financial transactions. Using the Agresso Finance System, to undertake:

- Purchasing goods and services via Purchase Order, Purchase Card and online, including booking travel and accommodation arrangements.
- Maintain and update finance folders and e-files, inc. export control risk assessment data and asset register.
- Assisting with the completion/approval process of Contract Award Approval Forms (CAAFs)
- Goods receipting.
- Processing journal transfers.
- In conjunction with the Business Operations Support Officer, to proactively monitor accounts inc. year-end checking for any errors or anomalies, to produce ad-hoc financial reports.
- To develop a strong working relationship with colleagues in Professional Services, particularly in the central Finance Office, and the Research and Innovation Office, to ensure that all internal processes and procedures comply with University policy.

## **Staffing and Resources**

- In conjunction with the Business Operations Support Officer to process monthly general ledger journals to allocate staff salaries to the relevant project codes in line with the NCCAT staff loading chart.
- To assist with staff inductions and exit procedures, including desk allocation, issuing of keys, organising card-reader access permissions, issuing NCCAT new member briefing document.
- To coordinate any necessary screening documentation, including Baseline Personnel Security Standard (BPSS) checks for new starters.

## **General**

- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include interaction with external partners and will require appropriate level of professionalism.
- To undertake general clerical duties such as word processing, diary maintenance, receiving/distributing incoming mail, photocopying, maintaining NCCAT laptop pool, updating key log, and filing of documents.
- To provide administrative support for meetings as required including arranging meetings (booking rooms, ordering refreshments, circulating agendas).
- To assist with organising events that promote the NCCAT's activities i.e., booking venues and any necessary equipment, catering, travel/accommodation.
- To ensure that stationary, kitchen supplies etc. are kept in stock.
- 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.
- To process parking requests on the APCOA portal for NCCAT's industrial users.

## **Points to Note / Special Conditions**

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.

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 Equity, Diversity & Inclusion policy, and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity & Inclusion legislation, and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion, Health & Safety, etc.

## **Organisational Responsibility**

Reports to the Head of Business Operations and Development.

## **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 that will be measured at application stage in their supporting statement of their application form. Stages of assessment are as follows:

- 1 -Criteria measured at Application
- 2 -Criteria measured at Test
- 3 -Criteria measured at Interview

## Essential Criteria

Area	Criteria	Stage
Experience	Experience of working with financial systems, raising purchase orders and goods receipting	1, 3
	Experience of creating & maintaining accurate electronic records	1, 2, 3
	Experience of working individually and as part of a team	1, 3
	Experience within a customer focused environment	1, 3
Skills and abilities	Flexible approach, able to adapt to a changing work environment	1, 3
	Able to work under pressure and keep to deadlines	1, 3
	Able to work on own initiative with minimal levels of supervision	1, 3
	Excellent interpersonal, organisational, oral, & written communication skills	1, 3
	Able to work with accuracy and attention to detail	1, 2, 3
	Able to maintain confidentiality	1, 3
	Proficient in Microsoft applications including Word, PowerPoint, Excel, and Outlook	1, 3
Training	A willingness to undertake further training as necessary and 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	Demonstrate a commitment to equity, diversity, and inclusion	1, 3

**Desirable Criteria:** these are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications all meeting the essential criteria.

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1, 3
	Experience of Loughborough administration procedures	1, 3
	Experience of assisting with the organisation of events	1, 3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g., Agresso	1, 3

## Conditions of Service

This is a part-time (0.6 FTE/22.5 hours) open-ended post. Salary will be on Administrative Services Grade 4 (£26,527 to £28,381 per annum pro rata), at a starting salary to be confirmed on offer of appointment.

Typical working hours are 09:30 – 14:30, Monday to Friday with half an hour's break for lunch, but it may be possible to vary these to a limited extent. Dynamic working is not available for this position.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 1-5 staff, details of 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 [here](#)).

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/athenaswan/>.

## Applications

The closing date for receipt of applications is **20 July 2025**.

**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.**