

EME Hub Coordinator

Job Ref: REQ250577

Part time (22.2 hrs per week), Fixed term until 31 March 2027

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Wolfson School of Mechanical, Electrical and Manufacturing Engineering is one of the UK's largest engineering schools. It is home to around 250 academic and research staff, 80 professional staff, 1950 undergraduate students, 180 postgraduate MSc students and 160 research students.

Focused on world-class generation after next capability in defence and security, the Electromagnetic Environment (EME) Hub is an academically led industry-engaged centre of excellence for driving innovation in the wireless delivery of desired effects and effect assessment. The Hub is sponsored by the Defence Science and Technology Laboratory (Dstl) and is based at the Loughborough University East Midlands Campus. The Hub consortium includes Queen's University Belfast, Queen Mary University of London, University of Leeds, and University of Glasgow. A host of Defence Primes and SMEs are affiliated to the Hub.

Purpose of the Hub. It will: - generate and incubate new ideas in EME, which can address future defence and security needs (beyond 2035). - capitalise and expand on significant UK academic research expertise, experimental leadership, and fabrication capability in EME research. - exploit recent advances in adaptive modelling systems, including machine learning algorithms and artificial intelligence. - develop, expand and consolidate robust and diverse information networks and pipelines between academia, industry and government agencies. - support and enhance skills of the UK workforce in the defence and security sector through science and technology outreach and training.

Job Description

Job Grade:

Administrative Services Grade 5

Job Purpose

To work within the Wolfson School of Mechanical, Electrical and Manufacturing Engineering to co-ordinate administrative activities for the EME Hub. The purpose of this position is to work closely with the EME Hub Manager, deputising in their absence, to run the EME Hub day-to-day activities, coordinating Loughborough University academic investigators, Research Associate, collaborating Universities (Queen's University Belfast, Queen Mary University of London, University of Leeds, and University of Glasgow) and stakeholders. The role will require organisation and effective delivery of meetings and outreach activities, such as seminars, workshops and symposia on a rolling basis across the financial year. Other tasks will include assisting the EME Hub Manager with recruitment, purchasing and liaison with the sponsor (Dstl), consortium universities, industrial partners and government bodies including the Ministry of Defence (MOD).

Job Duties

1. Deputise for and represent the EME Hub Manager, when required, at meetings with external stakeholders and report back. To include making decisions during the course of events as delegated by the EME Hub Manager to ensure smooth running and meeting stakeholder needs.
2. To work alongside the EME Hub Manager to organise conferences and workshop events (costing events, booking venues, contacting speakers, issuing invitations, organising accommodation, providing guidance on how to claim expenses, organising and managing event logistics). This will also include attending events as appropriate to welcome attendees, introducing the event and ensuring compliance with Health and Safety policies. This may occasionally require working outside of standard office hours and weekends where necessary.
3. To organise and service EME Hub meetings (Board meetings, Steering Committee meetings, Co-Investigators, etc.) by making meeting arrangements, booking rooms, producing agendas, taking minutes, producing action lists, collecting appropriate information as well as ensuring actions are followed up promptly.
4. To provide support for multiple events simultaneously, prioritising own workload and using planning tools to deliver on time.
5. To develop and maintain electronic records/databases to measure event success and provide regular updates and reports to the Events Manager as appropriate. Ensuring that event feedback is used proactively to develop future events, and respond in a timely and professional way to queries, requests and complaints from event attendees.
6. To work closely with the EME Hub Manager and the wide colleagues of the EME Hub, and maintaining effective communication, particularly around busy periods to produce clear handovers.
7. To develop and nurture positive and effective working relationships with contacts across the EME Hub community and more widely in support of events activities.
8. To work alongside the EME Hub Manager to track and monitor budgets and procurement activity across a variety of projects within the EME Hub, maintaining accurate records of all purchases. To maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
9. 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 staff and research students.
10. To collate data for web content, social media and other marketing materials by liaising with academic and non-academic contributors based at Loughborough, but also at partner universities and with our industrial collaborators.
11. To work alongside the EME Hub Manager in managing the EME Hub's website to ensure it is up to date.

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with stakeholders and academic staff but will also include external organisations and other government departments.
2. 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.
3. To ensure compliance with relevant University policies and procedures.

4. To support the EME Hub Management Team in drafting bid documents.
5. To undertake any training and development deemed appropriate for the position by the EME Hub Manager and/or the School's Head of Operations.
6. To engage with the Performance and Development Review (PDR) process.

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 Equity, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity and 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 and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the EME Hub 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 of establishing and maintaining accurate electronic records.	1,3
	Experience of working individually and as part of a team.	1,3
	Organising meetings, minute taking and making travel arrangements	1,3
	Experience of event organisation, management and participation.	1,3
	Significant experience of liaising with internal and external stakeholders and others, both in the UK and overseas or similar.	1,3
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
	Demonstrable ability to plan, prioritise, rationalise competing demands and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Well-developed problem solving skills, using initiative and judgement to handle complex problems, especially where no precedent exists.	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 (Excel, Word, Powerpoint) and Outlook diary management.	1,2,3
	Demonstrate a positive attitude and proactive approach to work.	1,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	To adopt new procedures as and when required.	
Qualifications	A level education or substantial relevant experience	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 research environment.	1,3
Skills and abilities	Previous working knowledge of Loughborough University finance systems (Agresso)	1,3
	Ability to review, develop and implement new or existing processes	1,3

	Understanding and knowledge of relevant legislation eg Data Protection Act, Freedom of Information etc.	1,3
	Development and updating web-site content via WordPress	1,3

Conditions of Service

The position is part time 22.2 hours per week (0.6FTE) and fixed term until 31st March 2027. Salary will be on Administrative Services grade 5, starting at £29,179 per annum, subject to annual increase.

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 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/>.