Loughborough University

Forging Ahead - Project Administrator
Job Ref: REQ250627

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Forging Ahead is the first stage of a large multi-university project led by Loughborough University focussing on research commercialisation across the Midlands A mature commercialisation ecosystem relies on access to knowledge, investment, and talent. The Midlands boasts a strong knowledge base. Work is ongoing to enhance the investment ecosystem. There is, however, significant opportunity to better connect talent, expertise and skills in the Midlands to improve commercialisation intensity for the region. The Forging Ahead/Forging Beyond project is a collaboration of 15 Universities, backed by Research England, to address this gap through the implementation of an holistic portfolio of interventions including: creation and management of a Talent Pool; scale up of our best-practice accelerators across the region; creation of inward investment champions and colocation/innovation export networks; plus tailored interventions in priority sectors: Health & Med Tech, Advanced Manufacturing, Net Zero, and Creative & Digital. The Project will grow entrepreneurial capacity across the universities creating a step change in spinout creation. It will boost innovation and investment in critical midlands sectors by creating pathways for Intellectual Property, reinforcing supply chains and networks and promoting broader skills transfer across businesses and universities.

This is a unique and exciting opportunity to contribute to the successful coordination of the Midlands-wide Forging Ahead Project; which will become instrumental in driving forward the future innovation landscape in the Midlands. Based at Loughborough University and working closely with colleagues from the University's Research Innovation Office, the post-holder will provide administrative support to ensure the smooth running and effective implementation of the Project. They will provide support to a dedicated team working to realise the aims and ambitions of this important initiative, and with the opportunity to connect with University Partners across the region.

Project partners include: Aston University, Birmingham City University, University of Birmingham, Coventry University, Cranfield University, De Montfort University, Derby University, University of Keele, Lincoln University, University of Leicester, Loughborough University, Nottingham Trent University, University of Nottingham, University of Warwick, Wolverhampton University

Job Description

Job Grade
Administrative Services Grade 4

Job Purpose
To provide administrative support for the Forging Ahead Project Team within Loughborough University's Research and Innovation Office (RIO), assisting with coordination and communication tasks under the guidance of the Project Manager. To include:

- Support the day to day running of the Forging Ahead project.
- Organisation and minuting of meetings with collaborative partners and committee meetings.
- Working with the rest of the Central Service Team to support the organisation of project events and intervention activities.

- Supporting the Project Manager and Central Service Team in relation to financial administration of the project including purchasing and booking travel.
- Business Administration.

Job Duties

1. **Project Support and Operational Administration**
   - Assist in maintaining project documentation such as meeting schedules, risk registers, and membership lists.
   - Support the maintenance of contact lists across the partnership of 15 universities.
   - Assist the Project Manager in facilitating communication between participating universities.
   - Help organise project libraries and file systems for reporting purposes.
   - Support scheduling and minuting of meetings under supervision.
   - Use data management systems to gather project information as directed.
   - Act as a point of contact for the project, responding to enquiries and signposting as appropriate.

2. **Financial Administration**
   - Support routine financial tasks such as processing invoices and booking travel under supervision.
   - Assist in maintaining financial records and preparing basic reports.
   - Support purchasing tasks within defined limits and under guidance.
   - Liaise with central HR and Finance offices to ensure compliance with procedures.

3. **Compliance and Reporting**
   - Assist in preparing documentation and reports as directed by the Project Manager.
   - Maintain records of project activities ensuring accuracy and accessibility.
   - Support the Project Manager in ensuring project activities comply with funder and University policies.

4. **Stakeholder Engagement**
   - Support communication with project partners by maintaining contact lists and distributing information.
   - Assist in organising stakeholder events and workshops under supervision.
   - Support the members of the Central Service Team and under their direction help with organisation of stakeholder events, workshops and dissemination activities.

5. **Administrative Support**
   - Provide general administrative support including managing correspondence and maintaining files.
   - Assist colleagues in preparing documentation such as reports and presentations.
   - Respond to enquiries and take appropriate action under supervision.
   - Support the Project Manager in day-to-day tasks as required.
   - Provide cover for colleagues during busy periods or absences as appropriate.
   - Help to ensure compliance with relevant University policies, procedures and funding requirements under the direction of the Project Manager.

6. **Other Duties**
   - To undertake any training and development deemed appropriate for the position by the line manager.
   - This project involves 15 university partners across the Midlands and as result it may be necessary to travel to support meetings and events across the region on occasion.

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.

The post-holder is expected to be based primarily at Loughborough University's East Midlands Campus but with occasional travel to Project Partner locations in the Midlands.

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 policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity 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 Project 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	Experience in administrative support roles, preferably in a research or academic environment.	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
	With supervision able to work, plan, prioritise and follow procedures.	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
	Able to work with accuracy and attention to detail.	1,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office and Outlook, diary management.	1,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	Educated to A level or equivalent or have significant experience in a relevant role.	1
	GCSE Grade C or equivalent in English and Mathematics.	1
Other	Commitment to understanding Equity, Diversity and Inclusion (EDI) challenges and observing University EDI policies.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience within a Higher Education (HE) setting.	1,3
	Experience of administrative procedures.	1,3
	Experience with financial administration and reporting.	1,3
	Experience of specifc systems and procedures in a HE setting.	1,3
Skills and abilities	Skills using relevant HE IT systems e.g. Agresso, iTrent.	1,3
	Understanding and knowledge of relevant legislation e.g. SENDA, Data Protection Act, Freedom of Information etc.	1,3
	Able to take Minutes.	1,3
	Understanding of new technologies (such as AI) and how these can be used for improved service efficiency and effectiveness	1,3

Conditions of Service

The position is full time and Fixed Term, ending on the 1st of May 2028. Salary will be on Administrative Services Grade 4, £26,527 - £28,381 per annum, and 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 post-holder is expected to be based primarily at Loughborough University's East Midlands Campus but with occasional travel to Project Partner locations in the Midlands.

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/