

Research Academy Administrative Officer

Job Ref: REQ250769

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 newly established Loughborough University Research Academy (LURA) will cultivate an inclusive, dynamic, interdisciplinary research environment and culture that develops and empowers researchers and research-enabling colleagues and teams, at all career stages, and builds on our distinctive strengths to create impactful knowledge, drive innovation and address global and societal challenges. The Research Academy will foster a culture of collaboration and curiosity and will celebrate success, inspiring colleagues to push boundaries leading to a healthier, fairer and more sustainable world.

The Research Academy will lead a comprehensive development programme to transform the experience of researchers and those in the research-enabling roles at all career stages across Loughborough and beyond. It will support the growth of our research community through tailored skills development and initiatives to support inclusive career and professional development; foster greater innovation, creativity and interdisciplinary collaboration, while deepening and broadening our partnerships; advance diversity and inclusion by improving representation from underrepresented groups within our research environment; build on existing leadership and good practice working across external partnerships, including integrating and continuing the work of the Centre for Postdoctoral Development in Infrastructure, Cities and Energy (C-DICE) and the Energy Research Accelerator Skills Academy, the Academy will also develop, lead and influence practice across the sector in the UK and internationally through creating and disseminating evidence and impact.

Initiatives delivered through the Academy will include programmes such as summer schools for undergraduate and post-graduate taught students to provide hands-on experience of research, research leadership development programmes to equip staff with the skills, confidence and strategic insight required both to lead interdisciplinary research teams and to develop others as future research leaders. In addition, careers-related support, funding grants for supporting collaboration, opportunities for placements or secondments with partner organisations, interdisciplinary sandpits and mentoring programmes will all be developed and delivered.

The Research Academy is a key priority in the Research and Innovation core plan and fully aligns with the University's ambition to intensify our research base and strengthen our research culture.

Job Description

Job Grade: Administrative Services Grade 5

Introduction:

The Research Academy Administrative Officer will provide administrative support to the LURA Director, Manager and support the running of the Research Academy programmes. Duties include supporting event planning and delivery, producing administrative and financial reports and administrative support, monitoring expenditure, organising operational and advisory board meetings, support stakeholder engagement including communications with the wider research community capture minutes, organise travel, purchasing, and conduct other similar administrative duties including in relation to the Research Academy hub.

The post is 1 FTE, although part-time (minimum 0.6 FTE) working or job share may be considered.

Job Purpose:

To provide administrative support to the LURA programme and portfolio of externally-funded projects.

Job Duties:

- Provide support across the portfolio of LURA activities and programmes.
- Working closely with the LURA Manager, monitor and co-ordinate resources.
- Provide general administrative support to the LURA team
- Working with team members, ensure effective communication and promotion of LURA activities.
- Provide PA support to the LURA Director
- Monitor and report on budgets relating to LURA producing periodic summary reports
- Undertake finance-related tasks including generating purchase orders, manage Agresso, and issue invoices
- Liaise appropriately with internal and external stakeholders
- Undertake day to day administrative support including making bookings, travel arrangements
- Act as secretary to project management meetings and other project meetings.

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 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: LURA Manager

Responsible for: None

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 administrative background with significant experience in a Research and Innovation environment	1,3
	Experience of organising events and workshops	1,3
	Experience of administration of UKRI or similar research projects	1,3
	Experience of the preparation/presentation of written and financial reports and undertaking financial administration	1,3
	Experience of working in a team environment	1,3
	Experience of liaising with people at all levels, in person, in writing (includes e-mail) and by telephone	1,3
	Experience of organising meetings and taking accurate minutes.	1,3
Skills and abilities	Excellent IT skills including use of MS Office applications, including Word, Excel, FrontPage, PowerPoint, MS Teams	1,3
	Excellent planning and organisational skills	1,2,3
	Effective communication skills, including report writing/presentation skills	1,3
	Able to organise and prioritise own workload, often whilst under pressure	1,3
	Confidence and ability to develop new systems	1,3
	Able to manage and satisfy the, sometimes conflicting, demands of a range of stakeholders	1,3
	Good numeracy skills	1,2,3
	Website management skills	1,3
Training	Demonstrate evidence of continuing professional development and be willing to undertake further training as appropriate and to adopt new procedures as and when required	1,3
Education and Qualifications	Relevant degree or equivalent or significant relevant experience	1,3
Equity and Diversity	Evidence of a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3
Other	Able to travel regularly in the UK	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Development and application of management information systems relevant to project needs	1,3

	Budget and resource monitoring	1,3
	Experience in promoting programmes or services to a range of stakeholders	1,3
Skills and abilities	Knowledge of web/cloud-based file storage and collaboration systems	1,3
Education and Qualifications	Project Management/or Business studies/management studies/Business Administration qualification	1,3
Other	An interest in research environment/culture	1,3
	Knowledge and awareness of researcher development	1,3

Conditions of Service

This appointment will be full-time and open-ended; however, part-time work at a minimum of 0.6 FTE and job share arrangements may be considered. Salary will be on Administrative Services Grade 5, £29,588 - £34,610 per annum, at a starting salary commensurate with experience and qualifications.

The appointment will be subject to the University's normal Terms and Conditions of Employment for 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 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/>