

JOB TITLE: Administrative Officer

Job Ref: REQ260543

Department summary:

The Research and Innovation Office (RIO) plays a leading role in shaping and delivering the University's research and Innovation activities and provides a high quality, added value and seamless service to researchers across the research development pipeline.

The Office incorporates several 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 and Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

Job Description

Job Family and Grade: Administrative Services Grade 4

Job Purpose

To work within the Research and Innovation Office (RIO) administrative support team to provide support for:

- Business Administration
- General Administration

Job Duties

Business Administration

- To be responsible for purchasing of up to £5000 in value via Purchase Order and Purchase Card, raising invoice requests and BACS transfer requests, car hire and making travel and accommodation arrangements for external stakeholders as appropriate.
- To develop a strong working relationship with colleagues in other Professional Services in central HR, Finance and Purchasing Offices, to ensure that all internal Office processes and procedures reflect and comply with University policy.
- To assist Research and Innovation Office colleagues in HR procedures and processes, including taking responsibility for activities involving the HR on-line system such as recruitment and sickness reporting as required.
- To undertake specific induction duties for new Research and Innovation Office staff members, which may include IT enquiries, Health and Safety awareness and workplace requirements, as requested by the Research and Innovation Senior Administrative Officer.

General Administration

- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with professional and academic staff but will also include external organisations.

- To undertake general clerical duties such as photocopying, filing, binding, and laminating of documents. By undertaking such duties and responsibilities which are commensurate with the grade and the nature of the post.
- 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 ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the line manager.

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 outlined in the document.

Organisational Responsibility

Reports to the: PA to the Director of Research and Innovation

Direct Reports: N/A

Budget Responsibilities: N/A

Structure Chart: [RIO Org Chart.pdf](#)

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Previous experience of working in a busy office environment	1,3
	Experience within a student or other customer-focused environment	1,3
	Experience of establishing and maintaining accurate electronic records with attention to detail.	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Excellent practical IT skills including Microsoft Word, Excel, Teams (arranging hybrid events) and Outlook (diary management & booking rooms).	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral, and written communication skills, with people at all levels.	1,3
	Able to maintain confidentiality.	1,3

	Flexibility and the ability to adapt to a changing work environment.	1,3
Training	Demonstrate willingness to undertake further training.	1,3
Qualifications	Educated to A level or equivalent or have considerable experience in a relevant role.	1
	GCSE Grade C or equivalent in English and Mathematics	1
Other	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	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 that meet the essential criteria.

Area	Criteria	Stage
Experience	Experience within a Higher Education setting	1,3
	Experience of Loughborough University administrative procedures	1,3
	Experience of Loughborough specific systems and procedures	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g. iTrent, Clarity Travel	1,3
	Understanding and knowledge of relevant legislation e.g. GDPR Freedom of Information, Health and Safety etc.	1,3
	Able to take Minutes.	1,3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.