

Climate Compatible Growth (CCG) Administrator

REQ260573

Centre Description

The Climate Compatible Growth (CCG) programme is UK's Foreign, Commonwealth and Development Office (FCDO) funded initiative that is complex, challenging and attempts to partner and support development trajectories of Sub-Saharan Africa and developing Asia. It consists of a core group of collaborative partners led by Loughborough including the The Open University, Kungliga Tekniska Hogskolan, University College London, Oxford University, Cambridge University, Strathclyde University, Imperial College London, and The Centre for Global Equality.

The programme has recently received a funding uplift and is looking for an experienced administrator with background in finance to support a temporary expansion in its operations.

Job Description

Job Grade: Administrative Services Grade 5

Job Purpose

To support the management teams in the day-to-day co-ordination of projects within the CCG programme. The needs of the funder determine the specific administrative tasks required. However, in general terms, the post holder will be required to ensure an exemplary delivery of service to both internal and external stakeholders.

The Administrator's duties will range from providing administrative support through to more complex organisational and management tasks such as tracking research projects, financial management, organising events, recording Programme Board activities and advising on programme policy. The role-holder will contribute actively to the project by tracking programme performance against key performance indicators and preparing formal reports.

The programme portfolio brings together some of the UK's leading research organisations and partners them with local researchers, governments, multinational Banks (MDBs), and International Organizations (IOs) to identify appropriate low-carbon development pathways.

The role-holder will make an important contribution in ensuring that programme aims are met. These include assessing the most fit-for-purpose policy, and risk mitigation options.

Administrator - detailed duties and responsibilities:

1. Provide a range of administrative support to CCG Programme Management Team and contribute to effective management of programme-wide activities and initiatives
2. To work with CCG Programme Management Team and partner institutions in order to facilitate the submission of regular reports for the funding authorities and other relevant monitoring bodies. This will require monitoring of budgets, collation of data and drafting of reports for the approval of the CCG Programme Manager
3. To support the tracking and monitoring of budgets and procurement across the portfolio of projects, maintaining accurate records of all purchases and providing updates to the Management Team regarding financial commitments

4. Liaison with internal and external stakeholders including Loughborough University professional services, representatives of funding bodies, collaborative partners and external consultants
5. To provide secretariat and coordination for all programme governance meetings (to include scheduling, minuting and distribution of meeting documents in a timely manner)
6. To work effectively with relevant administrative, technical and academic staff in the Centre, School and across the University
 - To provide administrative support for the work of CCG in the areas of: Event organisation
 - Organisation of international meetings and workshops
 - Administrative support to the Centre staff for organisation of meetings, room bookings, travel bookings and monitoring of budgets
 - Dissemination of information, in line with requirements and on own initiative
 - Preparation of information for periodic reports to FCDO

Business Administration

1. Using the Agresso Finance System, to be responsible for business administration such as:
 - Purchasing goods and services (including full procurement process in line with LU rules and regulations)
 - Processing supplier finance details
 - Checking and timely processing of claims for expenses and invoices
2. To set up and maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end-of-year accounting arrangements/deadlines
3. To develop a strong working relationship with colleagues in Professional Services, in particular, in the central Finance and Purchasing Offices, to ensure that all Centre processes and procedures reflect and comply with university policy
4. Provide supervision and mentoring to CCG Assistants on student placement

General Administration

1. To proactively keep CCG general administrative processes under review, providing guidance where necessary. To work with the CCG Programme Management Unit in developing new and improved policies and procedures, and to support their implementation
2. To respond to enquiries received in person, by telephone, Teams or email relating to the CCG and ETP projects and take appropriate action. This will include dealing primarily with external organisations and academic staff
3. To service Committees as required, including the preparation of the agenda and minutes of meetings
4. To organise conferences and workshop events (costing for events, booking venues, contacting speakers, issuing invitations, organising accommodation, providing guidance on how to claim expenses, organising and managing event logistics)
5. To undertake any training and development deemed appropriate for the position by the relevant line manager
6. To undertake other tasks that may reasonably be required, and which are commensurate with the grade of appointment

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

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

The post-holder may be required to work unsocial hours on occasions.

Organisational Responsibility Reports to TBC.

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	Significant experience of working within a more senior administrative role	1,3
	Significant previous relevant experience of working within a large and complex multi-partner research programme	1,3
	Experience of liaising with academics, industrial stakeholders and others, both in the UK and overseas or similar	1,3
	Experience of dealing with people in a variety of complex and difficult situations	1,3
	Experience of finance administration and monitoring of financial spreadsheets	1,3
	Experience of establishing and maintaining accurate electronic records	1,3
	Experience of working individually and as part of a team	1,3
	Experience of working with databases (maintenance and data quality control)	1,3
	Experience of working in a multi-disciplinary knowledge-based environment or similar	1,3
	Organising meetings, minute taking and making travel arrangements	1,3
	Experience of event organisation, management and participation	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment	1,3
	Well-developed problem-solving skills, using initiative and judgement in more complex situations	1,3
	Able to work under pressure and keep to deadlines	1,3
	Demonstrable ability to plan, rationalise competing demands and work independently with minimal supervision	1,3

	Excellent interpersonal, organisational, verbal and written communication skills	1,3
	Able to deal with a variety of people in a professional manner	1,3
	Able to use initiative and judgement to handle complex problems, especially where no precedent exists	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, Excel 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	A level education or equivalent	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

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1,3
	Experience of Loughborough University administrative procedures	1,3
	Experience of working with international partners/projects	1,3
	Experience of Loughborough specific systems and procedures	1,3
	Experience of working with partners/collaborators from overseas	1,3
	Experience of working with partners and projects in Low and Mid-Income Countries (LMIC)	
	Experience of completing due diligence processes	1,3
Skills and abilities	Skills in using relevant Loughborough University IT systems e.g. Agresso	1,3
	Skills in using project management software e.g. ClickUp, Microsoft Project or similar	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1,3
	Development and updating web-site content	1,3
	Awareness of reporting requirements of funding bodies, such as the FCDO/BEIS/EU, and other sources of research funding	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 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.



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 themselves with a disability, provided they meet the essential criteria for a role. 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