



Candidate Information

Position: Project Assistant
School/Department: Research Policy
Reference: 21/109092
Closing Date: Monday 16 August 2021
Salary: £24,461 - £28,331 per annum
Anticipated Interview Date: Thursday 26 August 2021

JOB PURPOSE:

To provide comprehensive project and administrative support for a range of initiatives within the Research Policy Office (RPO), with a focus on the Postdoctoral Development Centre (PDC) and programmes to facilitate research impact and engagement.

MAJOR DUTIES:

1. To coordinate and support the delivery of projects and initiatives aligned to key strategies and action plans managed by the Research Policy Office, including the PDC Business Plan, Engaged Research Action Plan, Concordat to Support the Career Development of Researchers, and Research Culture Action Plan.
2. To organise and coordinate a range of events, workshops, and meetings for the PDC and wider Research Policy Office.
3. To serve as a first point of contact for staff engaging with the PDC, using initiative and expertise to screen, prioritise and resolve all forms of enquiries, and sign-posting to other departments as appropriate.
4. To coordinate communications and engagement channels for the PDC and wider Research Policy Office, e.g. updating websites and social media, preparing and distributing circulars, etc.
5. To organise and provide administrative and secretarial support for committees and working groups as required, including the Postdoctoral and Research Staff Oversight Group (PROG).
6. To gather, analyse and present data as pertains to a range of research and innovation policy matters, including administering surveys, collating feedback, etc.
7. To coordinate an institutional network of postdoctoral and research staff representatives across faculties, and provide ad hoc administrative support as required by Faculty Research Staff Societies.
8. Oversee financial administration and project budgets for the PDC and wider Research Policy Office, and support procurement, travel bookings, expenses etc. as required.
9. Carry out other routine administrative duties as appropriate to the needs of the Research Policy Office as may be reasonably requested by line manager.

Planning and Organising:

1. Prioritise own work within a general schedule on a daily and weekly basis to meet deadlines or work unit demands and appropriate standards.
2. Assist senior staff in planning for future work so that resources are available to meet specific objectives.
3. Forward planning of own work for days or weeks ahead.

Resource Management Responsibilities:

1. Responsible for maintaining the budget and expenditure records for the PDC/ Research Policy Office in all areas. This includes processing resources e.g. expenses, following established procedures.
2. Coordinate tasks with others and be responsible for ensuring work within the remit is completed to the required timescales and standards.

Internal and External Relationships:

1. Attend meetings as requested by line manager/ supervisors.
2. Daily contact with line manager, Research Policy Office colleagues and wider Directorate/ University staff.

3. Regular contact with postdoctoral and research staff, as well as academic colleagues, within the University.
4. May involve liaising with staff outside the University.

ESSENTIAL CRITERIA:

1. Minimum of 2 A levels or NVQ Level 3 in a relevant subject (or equivalent relevant qualification) OR significant relevant experience in a comparable setting.
2. A minimum of 3 years' relevant experience, including demonstrable evidence of:
 - Working independently on projects/initiatives.
 - Experience of researching and disseminating information accurately and effectively.
 - Preparation and compilation of reports/presentations for management.
 - Responsibility for prioritising own workload and meeting deadlines.
 - Experience in organising and running events, such as training workshops and seminars.
3. Excellent IT literacy and up to date knowledge of relevant computer packages (Word/Excel/PowerPoint) and information systems.
4. Experience in processing orders and invoices, monitoring and reconciling finances and internal transfers.
5. Understanding of GDPR and data protection.
6. Experience in maintaining online promotional content e.g., using content management systems, social media channels, and equivalents.
7. Strong oral and written communication skills.
8. Excellent presentation skills.
9. Demonstrable ability to relate with people at all levels and work productively within a team.
10. Demonstrable ability to work under pressure and in a calm and professional manner.
11. Demonstrable ability to work independently and manage time and resources effectively.
12. Demonstrable experience working with clients and stakeholders in a constructive and supportive manner.
13. Strong work ethic, including behaving with integrity and transparency to provide high quality work.

DESIRABLE CRITERIA:

1. Experience working within a higher education environment.
2. Experience of promoting and coordinating large-scale events and conferences (e.g. 50 + attendees).
3. Experience of organising and managing online events (for example using MS Teams).
4. An understanding of the role of universities and their contribution to society, particularly through research and innovation activities.
5. An understanding of research careers, particularly from the perspective of postdoctoral researchers.
6. Ability to analyse data/statistics and report patterns and trends.
7. Knowledge of the academic structures and functions of the University.
8. Experience using University finance systems such as QFIS and student systems such as QSIS, or equivalents.
9. Experience working with personal data in line with GDPR regulations.