

## Candidate Information

<b>Position:</b>	Project Administrator (part-time 0.8 FTE, 4 days per week)
<b>School/Department:</b>	School of Biological Sciences
<b>Reference:</b>	24/112254
<b>Closing Date:</b>	Monday 11 November 2024
<b>Salary:</b>	£33,785 pro rata per annum (Actual salary for 0.8 FTE £27,028 per annum).
<b>Anticipated Interview Date:</b>	Thursday 28 November 2024
<b>Duration:</b>	48 months or until 31 October 2028, whichever is soonest

### JOB PURPOSE:

The Futures AMR Network (FAN), funded by UKRI, is a multidisciplinary initiative tackling the complex challenge of antimicrobial resistance (AMR) across the Agri-Food, Health, Environment, and Medicine sectors. FAN brings together Early Career Researchers (ECRs) from diverse disciplines and career stages, with the support of senior AMR experts, to develop innovative solutions for AMR. We are seeking an organised, proactive, and innovative Project Officer to coordinate and support FAN's activities and manage day-to-day operations.

The successful candidate will play a critical role in governance, communications, and supporting collaborative initiatives between stakeholders. They will also be responsible for overseeing FAN's website, planning events and coordinating public engagement activities.

This post is 4 days per week from Tuesday to Friday.

### MAJOR DUTIES:

1. Support the administration and governance of the FAN project; including administration of meetings, preparation of documents, preparation and circulation of agenda papers, organisation and communication, effective minute-taking and reporting.
2. Interact with internal departments (e.g. procurement, contracts, finance, people and culture, research governance) and with external stakeholders (e.g. AMR Networks, government bodies, industry partners, healthcare professionals, External Advisory Board and the public) to ensure smooth operations.
3. Provide executive support to relevant Committees to include responsibility for the organisation of meetings, preparation of papers, drafting of minutes and for progressing follow-up actions. Act as secretary to meetings as necessary, organising meetings, conferences and seminars; preparation of papers, drafting of minutes and for progressing follow-up action.
4. Responsible for the financial administration and support the monitoring of the FAN budget, in line with the terms and conditions of the funder, the financial business plan and with University procedures. Assist with ensuring that all project activities, including events and small research projects, are delivered within allocated resources.
5. Produce financial reports and spending estimates/profiles utilising relevant QUB financial / information management systems to extract, analyse and present financial data to support the effective management of financial resources.
6. Responsible for the creation and optimisation of content for the FAN website using a Content Management System.
7. Proactively ensure FAN website content is current, up-to date, reflects key messages and aligns with research and insight. Manage the web updating process by guiding and assisting content contributions from stakeholders ensuring a coordinated approach.
8. Manage the social media communications and the Network website, including opportunities to create content.
9. Produce and maintain high quality and engaging content for digital channels for a variety of audiences, including images, audio and video.
10. Support the preparation and delivery of appropriate marketing and public relations strategies to enhance the profile of the FAN network. Ensure website and social media is used to enhance the networks profile.

11. Co-ordinate major events, including FAN's inaugural event during World AMR Awareness Week, regional and thematic hybrid meetings, and other ECR-focused events. This will involve all aspects of event planning, including marketing the event, as well as liaising with Queen's preferred travel agent to ensure the travel arrangements are in place.

**ESSENTIAL CRITERIA:**

1. Degree in a relevant area.
2. 3 years relevant experience to include:
  - A proven record in the management of significant resources, including human, physical and financial planning, analysing and reporting.
  - Operational planning and project management experience to include experience managing a varied workload as well as a number of projects and to balance competing pressures, deadlines and demands.
  - Experience and expertise in developing high-quality content using relevant digital platforms.
  - Experience of providing Senior executive support, including servicing meetings.
  - Experience of event management.
3. Strong ICT skills and knowledge of relevant software packages to include Microsoft office and Excel.
4. Excellent oral and written communication and interpersonal skills in order to establish effective working relationships within and outwith the University.
5. Ability to respond to changing situations and to plan, set and deliver time critical targets.
6. Ability to build and maintain effective working relationships with a wide range of people and roles at different levels of seniority.
7. Ability to plan, organise, prioritise work, and meet deadlines.
8. Ability to manage self and prioritise workload.
9. Ability to prioritise conflicting workloads, and to multi-task.
10. Ability to work in a team and independently.

**DESIRABLE CRITERIA:**

1. Postgraduate qualification in a relevant area.
2. Experience of working in higher education environment.
3. Understanding of the AMR challenge or other life sciences related experience.
4. Experience of using Content Management Systems.

**ADDITIONAL INFORMATION:**

Informal enquiries can be directed to: Dr Katie Lawther - [k.lawther@qub.ac.uk](mailto:k.lawther@qub.ac.uk)