

Candidate Information

Position: SUMIT North Western Administration Support
School/Department: School of Social Sciences, Education and Social Work
Reference: 25/112844
Closing Date: Monday 17 November 2025
Salary: £32,166 - £34,119 per annum
Anticipated Interview Date: Monday 1 December 2025
Duration: 37 months

JOB PURPOSE:

The role will work proactively and collaboratively with a range of SUMIT project personnel and other key stakeholders to support delivery of the SUMIT project within the Northwest Demonstrator Site. The post will be co-located between QCAP and Developing Healthy Communities NI (Derry/Londonderry).

The role will deliver the full range of project support services including maintaining project plans and reporting in line with funding governance and will be responsible for budget monitoring and procurement, the training and onsite support to field work within the demonstrator sites and representing the project at internal and external stakeholder forums.

Whilst the Programme Manager is accountable for site performance, the administration support is responsible for day-to-day activities and is expected to deal with ad hoc queries on site without escalation.

MAJOR DUTIES:

1. Provide effective project and organisational support to all activities associated with the Northwest demonstrator sites and the SUMIT project and participate in the implementation and coordination of project activities.
2. Develop and maintain efficient management information systems that are used in the demonstrator sites and QUB, ensuring accurate and timely reporting to senior staff and external partners. e.g. contribute and maintain Highlight Reports, Board Reports, Exception Reports, Risk and Issues Logs, Decision Logs etc.
3. Assist the Project Manager with the administration and governance of project meetings with senior stakeholders, including administration of meetings, preparation of documents, preparation and circulation of agenda papers, organisation and communication, effective minute-taking and reporting.
4. Manage and implement the process for updating the project plan, including implementing the risk, issue and change control processes in line with project governance and monitor and manage the NW demonstrator site budget.
5. Be the primary point of contact for all operational queries on site including H&S, data protection and procurement queries providing training and induction to Demonstrators on relevant policy and practice.
6. Build and maintain positive and effective working relationships with a range of stakeholders to ensure that all required work is completed within the agreed timescale and resource allocation, and information is effectively shared and updates communicated.
7. Organise and manage events including SUMIT partner engagement sessions, seminars, and conferences involving government representatives from both NI and ROI, service providers, and academic partners across NI, ROI, and Scotland.
8. Represent the SUMIT project at external events, stakeholder meetings, and cross-institutional forums, promoting the objectives and impact of the project.
9. Provide project support on other projects within QCAP as agreed with the PI and Programme Manager and carry out any other duties, which are appropriate to the post as, may be reasonably requested.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications (e.g. NVQ2, A Levels or equivalent) and recent relevant work experience; OR Significant relevant experience within a university or communities support environment.

2. Previous experience in a project related role with experience of:
 - Implementing administrative systems to ensure project governance.
 - Organising and coordinating cross-functional meetings, preparing agendas, minutes and track actions.
 - Analysing complex information and presenting reports in various formats.
 - Contributing to project plans and schedules.
 - Budget management/procurement practices.
3. Experience of working with multiple stakeholders.
4. Experience of servicing committees.
5. Experience of organising events.
6. Proven track record of being part of an effective team.
7. Proven track record of working independently and confidently taking decisions within the remit of the role.
8. Knowledge of current and relevant GDPR and H&S requirements specific to demonstrator site.
9. Excellent IT skills including experience of using MS Excel, MS Word, MS Teams and email packages.
10. Confident communicator demonstrating the ability to interact with a variety of stakeholders and delivering training/guidance.
11. Willingness to travel to meet the needs of the post.

DESIRABLE CRITERIA:

1. Experience of working across multiple databases to communicate complex information to internal and external stakeholders.
2. Evidence of ability to adapt to new technological change and new procedures as implemented.
3. Knowledge of processes and procedures in an academic institution.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: Celine Reilly at C.Reilly@qub.ac.uk.