JOB DESCRIPTION

Job Title:	Project Administrator	Grade: SG5 (Full time 1.0FTE)	
Department:	NRI	Date of Job Evaluation:	
Role reports to:	Sharron Field		
Direct Reports	None		
Indirect Reports:	None		
Other Key Contacts:	Commercial Manager, Project Controllers, NRI and University Professional Services staff		

PURPOSE OF ROLE:

Under the direction of NRI's Awards and Grants Manager and working with the relevant Project Leaders and other relevant professional services staff, the Project Administrator will join a team of existing professional staff who oversee administrative aspects of projects and programmes across the Institute. The role requires a flexible approach, supporting projects on a flexible and demand driven basis. The successful candidate will be based in the Food and Markets Department and may be asked to work across groups during peak times. The Project Administrator will help sustain NRI's business delivery by providing day-to-day office-based support to a wide variety research and enterprise projects.

KEY ACCOUNTABILITIES:

The Project Administrator will support the administrative requirements of departmental operations and donor funded grants/projects across the Institute assisting with the timely delivery of tasks and outputs according to strict deadlines. This role requires close liaison with NRI scientific and professional services staff, other UoG professional staff and overseas collaborating institutions & partners.

Team Specific:

- Support academic and project finance staff in the administration of NRI's business.
- Support the administrative requirements of donor funded grants and projects according to the requirements of the funding agencies.
- Support Project Leaders in negotiations with sub- contractors, associates and sub-grantees.
- Ensure sub-contracts are drafted according to pre-determined schedules, follow QMS procedures and are suitable for escalation to NRI's Contracts Team.
- Ensure project partners, sub-contractors and sub-grantees receive agreed funding according to contract, on time and within the limits of specified

Terms of Reference.
- Liaise with Project Leaders and the University's Finance Department to correct any errors in project data shown on NRI's project management systems.
- Initiate client invoicing including preparation of sales invoices for specific projects, programmes and grants according to contractual schedules.
- Ensure projects are closed, that data has been checked and project information is accurately recorded on NRI project management systems.
- Provide advice to staff on correct procedures for initiating sub-contracts.
- On request of Project Leaders and Project Controllers, place orders through the University order system (Parabilis).

Generic:
- Provide support with timesheet records according to contract rules and regulations of grants, programmes and projects.
- Support NRI staff with project-related travel bookings and arrangements as and when required.
- Process and advise NRI staff with personal administrative issues such as travel claims.
- Provide administrative support to other *ad-hoc* NRI business as identified by line management.
- Respond to queries/enquiries in a timely and effective manner.

Managing Self:
- Maintain a proactive approach to ensuring administrative needs of the Institute, both current and future, are met.
- Continuously improve own knowledge of people, administrative systems and University working policy.
- Maintain own continuous professional development (CPD).
- Continuously strengthen effective interpersonal skills.

Core Requirements:
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.
- Work within NRI's Quality Management System (ISO 9001:2008).

Additional Requirements:
- Any other duties appropriate to the post and grade.

KEY PERFORMANCE INDICATORS:

- Effectiveness of support to NRI's Project Finance Manager and Project Leaders (measured by regular feedback).
- Yearly goals met (monitored/measured through the UoG Annual Staff Appraisal
- Production and delivery of work and set tasks to agreed timescales, quality and to plan.
- Contribution to team climate, equilibrium and effectiveness.
- Compliance with corporate standards.

KEY RELATIONSHIPS (Internal & External):

- NRI's Awards and Grants Manager and Project Leaders
- External donor agency staff
- Overseas partner organisation staff members
- Project Controllers
- Professional Services colleagues in NRI
- Members of NRI academic staff
- Professional Services staff in other University Offices

PERSON SPECIFICATION

Essential	Desirable
Experience	**Experience**
- Experience of office administration and using office systems in a busy office environment - Experience in project administration, maintaining records and monitoring expenditure - Experience of liaison with senior staff and a wide range of stake holders	- Experience of Higher Education Systems - Knowledge and understanding of administration of European Commission and/or similar externally funded projects
Skills	**Skills**
- Excellent organisational skills - Ability to multi-task and manage competing priorities to agreed deadlines - Demonstrable ability to present financial data - Good analytical skills and judgement - Ability to work effectively as part of a team and on own initiative - Excellent, effective interpersonal and oral communication skills	- Good negotiation skills

▪ A high standard of written and spoken English **Qualifications** ▪ Excellent standard of general education **Personal attributes** • We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful	**Qualifications** ▪ Degree in Business Administration or other Higher/Further Education qualification **Personal attributes** • N/A