JOB DESCRIPTION

Job Title:	Research & Enterprise Administrator	**Grade:**	SG5
Department:	Faculty of ACH	**Date of Job Evaluation:**	
Role reports to:	Head Research & Enterprise Support		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	Academic staff, administrative and technical support colleagues, University-wide colleagues at all levels, research students, research student supervisors, visitors, external contacts, GRE and Research Degrees Office.		

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE: To provide a high standard PA, secretarial and administrative support service ensuring efficiency and effectiveness across the range of Faculty research and enterprise activities.

KEY ACCOUNTABILITIES:

Team Specific:
- Work effectively as a member of the Faculty Research & Enterprise Support Team to provide support to key activities as directed by the Head of Faculty Research & Enterprise Support.
- Establish and maintain good working relationships in contributing to the delivery of an efficient support service.

Generic:
- Provide comprehensive secretarial and administrative support for key Faculty research and enterprise activities ensuring that requirements of core functions and streams of work are met.
- Provide PA support for the Director of the Fire Safety Engineering Group (FSEG) and the Director of Computational Mechanics and Reliability Group (CMRG). Tasks to include: diary management; data management; maintaining staff leave records; maintaining software sales records; administer CMS Press publications; administer financial transactions – purchasing and invoicing; support research and enterprise short courses; prepare documentation and materials ensuring a high level of accuracy; arrange travel and accommodation bookings; service and minute-take at meetings as requested, including ensuring that room and catering bookings are made and that papers are circulated in a timely way.
- Provide support to a range of functional areas, liaising with administrative and academic colleagues at all levels as required.
- Work collaboratively within the Research & Enterprise Support team to devise and implement administrative systems ensuring that effective, records, archiving and filing systems and processes are developed and maintained.
- Work collaboratively within the Research & Enterprise team to promote Faculty research and enterprise activities internally and externally working with the University Marketing Department and Press Office where necessary.
- Contribute to supporting student employability initiatives such as GWizards.
- Contribute to developing and supporting a programme of events for academic staff to promote and share their research internally.

- Contribute to supporting MPhil/PhD student administration including admissions and progress monitoring paperwork, working with supervisory teams.
- Assist with the development and maintenance of web pages.
- Contribute to developing and maintaining an efficient procedure for monitoring publications in association with the GALA system.
- Undertake small-scale projects as directed by the Head of Research and Enterprise Support, researching and collating the information required.
- Liaise with internal and external stakeholders as required within the remit of the role.
- Work flexibly, providing cover and collaborative support to other colleagues in the Research & Enterprise Support Team to meet variations in demand.

Managing Self
- Responsible for maintaining own continuous development.
- Work to deadlines and project plans.
- Respond to queries in a timely manner.

Core Requirements
- Adhere to and promote the University's Equality and Diversity policies
- Ensure compliance with Health & Safety regulations
- 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.

Additional Requirements:
- On occasions, work outside of normal working hours to support Department and Faculty activities.
- May be required to work at other venues in the UK.
- Any other duties appropriate to the post and the grade.

KEY PERFORMANCE INDICATORS:
- Effective administrative support.
- Timely production and delivery of work.
- Contribution to the team ethos and effectiveness.
- Enquiries responded to in a timely manner.
  (measured by feedback from colleagues, students and key stakeholders both internally and externally)

KEY RELATIONSHIPS (Internal & External):
- Faculty colleagues, including other administrative and support staff and academics.
- Staff in Central Services across the University including Office of Student Affairs, Recruitment and Admissions, Space Management, Student Records, Facilities Management, Catering, Learning and Quality, Postgraduate Research Office, Marketing, GRE, Finance.
- External collaborators and consultants.

PERSON SPECIFICATION

Essential	Desirable
Experience • PA experience • Administrative and secretarial experience • Working in a busy office environment • Working under pressure • Supporting committees and note-taking • Working experience of database and spreadsheets to an intermediate/advanced level • Working in the Higher Education sector or similar environment	**Experience** • Working with Postgraduate students • Experience of using online central systems and packages ie. Banner; Moodle • Experience of maintaining web pages • Experience of developing administrative systems and procedures.
Skills • IT skills and a strong working knowledge of Microsoft Office. • Maintaining office records and document management/filing • Excellent interpersonal skills • High level of proficiency in English, both written and oral. • Ability to communicate effectively at all levels including the media. • Commitment to continuing professional development and desire to develop in the role. • Ability to organise own work and prioritise workload with minimal supervision. • Ability to identify and meet deadlines. • High degree of accuracy and the ability to pay close attention to detail. • Able to work well in a team. • Adaptable to different types of work and workloads. • Calm under pressure. • Tactful, diplomatic and discreet.	**Skills** • Foreign language skills (in French and/or Spanish - reading, writing and spoken)
Qualifications • A2-level or B.Tech level education or equivalent Level qualification. • A good standard of general education including minimum of A-C grade in GCSE Maths and English or equivalent. • *Or considerable proven relevant experience.*	**Qualifications** • Degree level education
Personal attributes • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity	