

JOB DESCRIPTION

Job Title:	Research & Enterprise Administrator	Grade:	SG5
Department:	Faculty of Liberal Arts & Sciences	Date of Job Evaluation:	
Role reports to:	Head of Research & Enterprise Support		
Direct Reports			
Indirect Reports:			
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 & Enterprise Training Institute		
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.
- Support MPhil/PhD student administration by providing advice on admissions and progress monitoring paperwork for applicants, students and supervisory teams.
- Support the ongoing development of the faculty Research Student community and its associated events ie. Three Minute Thesis Competition; annual conference; social events; skills training
- Support the ongoing development of the Early Career Researcher community and its programme of activities.
- Provide formal secretarial support to the Faculty Research Ethics Committee
- Contribute to developing and supporting a programme of events for academic staff to promote and share their research.
- Work collaboratively within the Research & Enterprise team to promote Faculty

research and enterprise activities internally and externally working with the University Marketing Department, Press Office and Faculty Communications Manager where necessary.

- Support the Faculty Office of Undergraduate Research when required.
- Work collaboratively within the team to devise and implement administrative systems ensuring that effective, records, archiving and filing systems and processes are developed and maintained.
- Prepare documentation and materials ensuring a high level of accuracy.
- Provide advice and support to a range of functional areas, liaising with administrative and academic colleagues at all levels as required.
- Arrange travel and accommodation bookings for research staff/research students where necessary.
- Assist with the development and maintenance of web pages.
- Administer financial transactions – purchasing and invoicing.
- Assist with developing and maintaining an efficient procedure for monitoring publications in association with the GALA system.
- Undertake small-scale projects such as conference, meetings and other internal and external events as directed by the Head of Research and Enterprise Support.
- Service meetings as requested, including ensuring that room and catering bookings are made, that papers are circulated in a timely way and that note taking is accurate and completely as quickly as possible.
- 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 policies on Equality and Diversity 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.

Additional Requirements:

- On occasions, work outside of normal working hours (evenings and weekends) to support School and Faculty events.
- 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
<p>Experience</p> <ul style="list-style-type: none"> • Working with postgraduate research students and having an understanding of the PhD process and stages. • Working in the Higher Education sector or similar environment. • Administrative and secretarial experience • Working in a busy office environment • Working under pressure • Supporting committees and note-taking <p>Skills</p> <ul style="list-style-type: none"> • Strong working knowledge of Microsoft Office. • Excellent interpersonal skills • High level of proficiency in English, both written and oral. • Excellent ability to communicate effectively at all levels. • 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. • Confidence to make own decisions and present ideas. <p>Qualifications</p> <ul style="list-style-type: none"> • A good standard of general education including minimum of A-C grade in GCSE Maths and English or equivalent. • Degree level education • Or considerable proven relevant experience. <p>Personal attributes</p>	<p>Experience</p> <ul style="list-style-type: none"> • Experience of maintaining web pages • Experience of developing administrative systems and procedures. • Experience of event organisation <p>Skills</p> <ul style="list-style-type: none"> • Use of social media in a professional context Eg. Twitter, Facebook, LinkedIn, Hoostsuite • Use of online systems such as: Event Brite, Google Docs, Doodle <p>Qualifications</p> <ul style="list-style-type: none"> • N/A <p>Personal attributes</p>

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

- N/A