

# IICF Office Co-ordinator

Work Area	Institute for Inspiring Children's Futures (IICF)		
Faculty	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
Staff Category	Administrative and Professional	Reference No	411528
Reports To	Executive Director	Grade:	6
Salary Range:	£28756 - £32344 (pro-rata)	Contract Type:	Open Contract
FTE	0.6 (21 hours/week)	Closing Date	05/12/2021

## Job Advert

Join an exciting and dynamic team at the Institute for Inspiring Children's Futures in this new phase of our work. We are looking for an excellent, energetic and experienced administrator to support our drive forward to grow our partnerships across a range of sectors and disciplines, across the University and around the world, to make a real impact for, and with, children internationally.

Are you approachable, organised, adaptable, innovative and highly capable? Do you thrive in a fast-paced environment with rapidly changing demands? Then this new opportunity, to work at the heart of the IICF and build a strong foundation for its next phase of development, is for you, and we'd like to hear from you.

As the IICF Office Co-ordinator, you will develop and sustain excellent relationships with stakeholders; develop, adapt and navigate through systems to support flexible project management and operational delivery; and take a leading role in financial reporting and management processes.

You will have extensive skills in developing new initiatives and projects, leading in project implementation and review, and working in a team of interdisciplinary academics, professional services staff and external stakeholders.

You will work closely with others to help the University achieve its Strategic Vision through the work of IICF and in the process, to establish IICF in its work going forward.

The post holders will report to the Executive Director in the first instance, and the staff structure will develop further as we make more appointments.

### About Institute for Inspiring Children's Futures

The University of Strathclyde's IICF is an international research and policy implementation group with a collective vision of ensuring that children and young people have what they need to reach their full potential, particularly those who experience adversity.

Now with sustained University commitment, we are growing our staff team, building on our global engagement work and strengthening our multi-disciplinary links across the University, to bring greater impact for children and their families.

# Job Description

## Brief Outline of Job:

The holder of this new post will be responsible for the day to day operational management of the Institute for Inspiring Children's Futures, namely the operational delivery, financial reporting and management processes. The Office Co-ordinator will work closely with the Executive Director, the high level International Advisory Board, Doctoral Research Centre supervisors and students, Project Leads, and a wide range of high level international stakeholders, to support excellent project management including development, coordination and delivery of activities both internally and externally; timely financial and administrative reporting; and organisation of meetings including logistical arrangements and follow-up activities.

The successful candidate will have a strong track record of developing short and long-term projects; leading implementation of new initiatives that are aligned with the IICF's aims and objectives; excellent written and oral communication skills; solid academic qualifications; extensive skills in pro-active problem solving to resolve conflict and ambiguity; and excellent ability to interact and work with a range of stakeholders.

## Main Activities/Responsibilities:

1.	Take a leading role in the IICF's operational management, including managing all procedures associated with the running of the IICF ensuring efficient record keeping, reporting and data analysis and management
2.	Play a pivotal role in the financial management of the IICF, including preparation of financial reports.
3.	Working closely with the Executive Director and range of internal partners (such as the Centre for Sustainable Development, HASS Centres and Schools) and external partners (such as the OECD, UN bodies and the Scottish Government), contribute to the identification of developmental opportunities for the IICF, design and implementation of the key strategic projects, and review of developmental initiatives against their targets that are aimed at achieving the IICF periodic ambitions and vision.
4.	Support and provide expert advice to the Executive Director on a range of strategically important projects, analyse and make recommendations on the prioritisation of co-investment strategies including, where appropriate, the preparation of business cases, and review of strategic projects in accordance with the vision of the IICF.
5.	Develop and manage a database of international children's wellbeing-related policy and practice related work being conducted within University of Strathclyde. Promote internal awareness and understanding.
6.	With the Executive Director, identify needs or shortfalls in the IICF and coordinate the development and delivery of solutions to ensure service quality, efficiency and continuity. Where necessary, develop performance and operational standards for the IICF activities, ensuring that these are understood, monitored and are being met.
7.	Working with the Executive Director, and in conjunction with the International Advisory Board, contribute to and develop cohesive annual/periodic plans that supports the delivery of the strategic aims of the IICF and the University.
8.	Facilitate discussions with colleagues across the University to determine broader inputs and delivery timescales and facilitate/coordinate IICF input to projects of developmental nature and strategic importance.
9.	Act as Committee Manager for formal IICF meetings. drafting and agreeing agendas with the Executive Director, and effectively maintaining an action log and tracker and lead follow-up activities for internal reporting.
10.	Ensure that Project Leads are aware of their reporting responsibilities and deadlines, and where necessary provide expert advice. Co-ordinate quarterly progress reports on each area of work by liaising with appropriate leads to present to the International Advisory Board.
11.	Collate and produce reports for funders, collaborators, and project stakeholders as necessary.
12.	Work independently in dealing with and resolving issues and responding to unexpected circumstances, using initiative and judgement as well as knowing when to refer to seniors and, as such, considerably supporting the Executive Director and other IICF staff.
13.	Provide a first point of contact for external enquiries from potential collaborators and partner organisations, and actively pursue new external partnership under the guidance of the Executive Director and HASS Dean. Facilitate the IICF as a conduit through which external partners can engage with University of Strathclyde staff.
14.	Liaise with RKES to track external funding/partnership opportunities, support bid writing and encourage academics to engage with IICF VIP focused research.
15.	Undertake any other general office duties commensurate with the grade of the post as requested by the Executive Director.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to degree level in a relevant subject or significant relevant experience

D1 Previous relevant work experience in a similar University Centre role

### Experience

E2 Considerable experience in a range of progressively more complex project/ programme management roles

E3 Experience of managing multi-partner projects

E4 Proven communication, presentation and interpersonal skills, including the ability to influence others sometimes at a senior level, and to provide advice, analysis and the interpretation of complex information

E5 Proven analytical and problem solving capacity, particularly the ability to think creatively, to propose practical solutions where precedents may not exist

E6 Experience in managing and controlling complex budgets

E7 Ability to generate significant new ideas and suggestions for change

D2 Experience of working in multi-cultural and/or development-cooperation context

D3 Experience of UK research sector, and familiarity with research systems

D4 Experience and understanding of academic projects with particular focus on impact

### Job Related Skills and Achievements

E8 Pro-active, 'solution-focused' and 'team player' approach and the ability to operate effectively across a variety of different teams

E9 Excellent communication skills, both written and verbal

E10 Ability to operate with tact and exercise good judgement

E11 Demonstrated ability to work to tight, demanding deadlines without compromising on quality

### Personal Attributes

E12 Confident communicator who can establish credibility at all levels and is comfortable engaging with a diverse range of audience

E13 Ability to build and develop effective working relationships with a broad range of individuals from different professional backgrounds

E14 Resilience and the ability to operate with agility in a fast moving work environment

E15 Promote and support the mission, vision and values of IICF and the University of Strathclyde; and promote a culture of continuous improvement by personal example and quality of contribution.

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to [Jennifer.davidson@strath.ac.uk](mailto:Jennifer.davidson@strath.ac.uk)

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Interviews

Formal interviews for this post are expected to be held on 13/12/2021.

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

### University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University – the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder, the contribution rate that currently applies is 9.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2021 is £59,883.65 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Information regarding USS can be found in the scheme booklet located on the website: [https://www.uss.co.uk/-/media/Project/USSMainSite/Files/For\\_members/Guides/Your\\_guide\\_to\\_Universities\\_Superannuation\\_Scheme.pdf](https://www.uss.co.uk/-/media/Project/USSMainSite/Files/For_members/Guides/Your_guide_to_Universities_Superannuation_Scheme.pdf). The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2021