

SRPe Administrator

Department	Faculty of Engineering (www.strath.ac.uk/engineering/)		
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Staff Category	Administrative and Professional	Reference No	45747
Reports To	Executive Director, Scottish Research Partnership in Engineering (SRPe)	Grade:	5
Salary Range:	£21,843 - £24,565	Contract Type:	Fixed Term (Until 31 October 2019)
FTE:	1 (35 hours/week)	Closing Date	Sunday, 11 December 2016

Job Advert

The Scottish Research Partnership in Engineering (SRPe), based at the state-of-the-art Technology & Innovation Centre in Glasgow and hosted by the University of Strathclyde, is seeking to recruit an experienced and versatile Administrator.

SRPe is a pan-Scotland collaborative framework comprised of an alliance of 10 Scottish universities engaged in world-class engineering research and structured around 3 regional partnerships. It drives stronger leadership and collaboration in engineering research across academia, industry and the public sector at the national and international level. SRPe has five priority themes of national strategic importance: Technologies for High Value Manufacturing, Engineering at the Life Sciences Interface, Civil Engineering, Energy and Communications.

The role involves a wide variety of administrative duties and responsibilities including personal administrative support for the Executive Director across all aspects of SRPe operations, and the delivery of general day-to-day administrative support to the wider SRPe organisation. This will include: financial administrative support, co-ordination of budgets; tracking and reporting specific project outcomes; development and maintenance of registers and databases; support in initial website development and on-going maintenance and administration of the website; organisation of and support in the delivery of team meetings, conferences and events; preparation and administration of communications and marketing materials (such as monthly newsletter etc.) plus other administrative duties as may be specified by the Executive Director during day-to-day operational delivery.

The role will involve working with a large number of senior stakeholders across the engineering research network in Scotland and you will interact closely and effectively with your administrative counterparts across the various organisations. You will play a key role in supporting the Executive Director and the overall organisation to take SRPe to its next level of development and success. This presents an exciting opportunity for an administrative professional of high calibre who is looking to make a key contribution within a high impact organisation whilst continuing to grow and develop professionally.

To be considered for the role, you will be educated to a minimum of HNC level in a relevant subject or you will have significant experience in a similar role. You will have excellent organisational / planning skills, a wide range of IT skills, excellent interpersonal skills, excellent communication skills (both written and verbal) and you must have the versatility and enthusiasm to embrace new challenges. You will be capable of undertaking the role with a high level of personal responsibility and initiative and you must be comfortable and effective in interacting with, and influencing, key internal and external stakeholders at a wide range of levels including executive level. Some aspects of delivery will be non-prescriptive hence a high level of personal confidence, flexibility and adaptability is vital.

Job Description

Brief Outline of Job:

To provide personal administrative support for the Executive Director across all aspects of SRPe operations and delivery of general day-to-day administrative support to the wider SRPe organisation: financial administrative support, co-ordination of

budgets; tracking and reporting specific project outcomes; development and maintenance of registers and databases; support in initial website development and on-going maintenance and administration of the website; organisation of and support in the delivery of team meetings, conferences and events; preparation and administration of communications and marketing materials (such as monthly newsletter etc.) plus other administrative duties as may be specified by the Executive Director during day-to-day operational delivery.

Main Activities/Responsibilities:

1.	Provide personal administrative support to the Executive Director across all aspects of SRPe operations (including diary management, acting as first point of contact, organising travel, processing expense claims, meeting and event organisation and administration, marketing & communications support etc).
2.	Provide general day-to-day administrative support to the wider SRPe organisation and team members (as above).
4.	Responsible for financial administrative support; co-ordination, tracking and data management / reporting of budgets including reporting any potential issues to the Executive Director.
5.	Track and report on specific project or special initiative outcomes (such as SRPe Performance Management System) as specified by the Executive Director.
6.	Develop and maintain registers (e.g. asset / equipment register) and databases (e.g. technology capability; market research databases) as specified by the Executive Director.
7.	Take part in initial website development and provide on-going maintenance and administration of the website including drafting of materials and materials collation for upload.
8.	Organise and support the delivery of team meetings, conferences and events. This will include taking minutes, actions and follow-up / progress tracking.
9.	Support the preparation, administration and circulation of communications and marketing materials (such as monthly newsletter etc).
10.	Contribute to the longer term development of the SRPe, for example by recommending improvements to office systems or contributing to wider departmental discussions
10.	Engagement in continuous professional development.

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)		Assessment Method
E1	HNC qualified in a relevant discipline; or significant relevant experience	Application/ CV
Experience		
E2	Relevant experience in a similar role	Application/ CV
E3	Highly experienced in the application of financial management tools (travel, expenses etc)	App/CV/ Interview
E4	High level of IT skills including Microsoft Office applications: Outlook, Word, PowerPoint and Excel. Must be able to produce accurate excel spreadsheets and high quality PowerPoint slides	App/CV/ Interview
E5	Excellent written and verbal communication skills	App/CV/ Interview
E6	High level of experience in organisation and delivery of meetings, conferences and events	App/CV/ Interview
E7	Experienced in the preparation of high quality written communications and marketing materials (including word document reports, PowerPoint presentation slides)	App/CV/ Interview
E8	Experienced in budget co-ordination and reporting of financial performance	App/CV/ Interview
D1	Experienced in tracking and reporting of projects and special initiatives	App/CV/ Interview
D2	Experienced in developing and maintaining registers and databases	App/CV/ Interview
D3	Experienced in basic website development and maintenance	App/CV/ Interview

Job Related Skills and Achievements		
E9	Proven interpersonal and communication skills, with confidence in engaging with and influencing a diverse range of stakeholders including at senior level	App/CV/ Interview
E10	High level of attention to detail and quality of output	App/CV/ Interview
D4	Working knowledge of the Higher Education Sector	Interview
Personal Attributes		
E11	Self-motivation and tenacity	Interview
E12	Assertiveness / personal confidence	Interview
E13	Versatility, flexibility and adaptability in approach to work	Interview
E14	Enthusiastic and pro-active in approach to work ('can-do' attitude)	Interview
D5	Keen to continue to professionally develop and stretch beyond current skill set	Interview
Other Relevant Factors		
E15	Prepared to travel occasionally 1–2 days per week	Interview
D6	Full UK driving licence and access to own car	Interview

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. 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 Dr Caroline Cantley, Executive Director, Scottish Research Partnership in Engineering (caroline.cantley@strath.ac.uk).

Probation

Where applicable, the successful applicant will be required to serve a 6 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](#).

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 women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



Conditions of Employment

Administrative and Professional Services Staff Grades 3 to 5

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 UNISON 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 3 to 5. Such terms and conditions may be varied by the University Court after negotiation and consultation with UNISON.

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. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

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. 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 6 months. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/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.

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 August each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

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.

4. HOLIDAYS

Annual leave entitlement is 27 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, annual leave entitlement 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:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
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).

month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

Revised April 2016

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). 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 retirement date.

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

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. 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 or on request from Human Resources.

9. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least one month's notice, in writing, on either side, except during the probationary period when the notice period is one week. 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 period 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