

Research and Communications Administrator

Department	Centre for Energy Policy.		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	504381
Reports To	CEP Administration Manager	Grade:	5
Salary Range:	£24,285 - £27,131	Contract Type:	Open Contract
FTE	1.0 FTE (35 hours/week)	Closing Date	22/02/2023

Job Advert

Be innovative and collaborative. Be a 'Strathclyder'

We are the University of Strathclyde. Our vision is innovative and ground breaking, placing us amongst the world's leading international technological universities. We are vibrant, dynamic and passionate about solving the challenges facing society and industry through our cutting-edge, multi-disciplinary research, education and knowledge-exchange with both local and global partners.

The Centre for Energy Policy, based in the School of Government and Public Policy within the Faculty of Humanities and Social Sciences at the University of Strathclyde works with research, government and industry partners to understand and address the pressing public policy challenge of enabling sustainable and prosperous transitions to mid-century Net Zero targets. Launched in 2015 under the leadership of the Centre Director, Professor Karen Turner, CEP has an established track record of independent, rigorous and multidisciplinary research focused on understanding the wider economy consequences of taking various decarbonisation actions in different economic contexts and timeframes. The Centre was founded with the aim of generating knowledge and evidence that can play an essential part in identifying economically, socially and politically feasible policy pathways to deliver the Net Zero transition. As part of the School of Government and Public Policy, ranked first across the UK for its research quality in politics and international studies in REF 2021 (where CEP contributed a 4* Impact Case Study), the Centre is committed to achieving real-world impacts. CEP has already helped shape UK and Scottish Government policy in areas including energy efficiency, industrial decarbonisation, heat decarbonisation and low carbon transport and has a regular regional and national media presence.

We are seeking to appoint an efficient and experienced Administrator, with a strong interest and ideally some experience in Communications, to support our Administration Manager in the smooth operational running of the Centre, which will include the successful candidate undertaking a mix of Communications, Research and Finance administration tasks. The Research and Communications Administrator will be responsible for assisting with all administration tasks within the Centre.

Job Description

The ideal candidate will be enthusiastic, highly motivated and proactive. They will assist to raise the digital presence of the Centre using the website and Social Media platforms; Twitter and LinkedIn as well as assist the Administration Manager in all other types of Research Administration tasks/projects. We particularly welcome applications from people who come from a marketing/communications background or with an interest in further developing their skills in this area. You will have excellent administrative skills with the ability to work under pressure, using your own initiative. This is a brand new role and a very exciting opportunity for the right person.

Main Activities/Responsibilities:

1.	First point of contact and dealing with a wide range of internal and external stakeholders deciding on what action is required and when to refer complex/specific enquiries to the Administration Manager.
2.	Coordination of CEP's events, planning logistics, marketing and budgetary, which on occasion can take place outside of normal working hours.
3.	Provide support to the Centre's Advisory Group and any other committees if required; preparing agendas, production and distribution of formal minute and progressing actions.
4.	Maintaining and developing the Centre's webpages through the University's T4 system – designing and editing content, responsibility for ensuring the web pages are up to date and monitoring and updating CEP's social media accounts, liaising with the CEP administration Manager, KE Fellow and other members of the team on the development of content, and with School/Faculty on links to/positioning on University webpages.
5.	Asset Management (i.e. IT Equipment) for the Centre and provide basic IT support to staff.
6.	Supporting the Administration Manager with Financial tasks, including booking travel and accommodation via the University's travel agent, Key Travel and processing through FMS; budget reporting, ordering stationary, all aspects of Procurement.
7.	Designing, formatting, proof reading and publication of policy briefing and any other material linked to the Centre's research projects.
8.	Assist the Administration Manager with providing the Centre Director and other senior members of staff with PA duties including diary and email management.
9.	Supervise other staff if and when required.
10.	Undertake any other reasonable duties to ensure the smooth running of the Centre's operational activity.

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 Relevant HNC or SVQ equivalent or equivalent relevant experience similar role

D1 Marketing or Communications qualification and/or has demonstrable experience/interest

Experience

E2 Experience of monitoring/updating institutional social media accounts

D2 Experience of designing papers and briefs for an organisation

E3 Experience of producing tailored and engaging communications in a variety of formats including digital and written

E4 Experience of committee servicing; preparing agendas, taking minutes, distributing papers and following up actions.

D3 Experience with using design software such as Adobe In Design/Photoshop

Job Related Skills and Achievements

E5 Strong IT skills including proficiency with Microsoft Office Packages

D4 Proficiency with other IT and University systems such as (content management systems, Financial Management System, Pegasus, Sharepoint, email/newsletter eg. Mailchimp, Zoom/Teams)

E6 Experience of working within either a Research or Marketing and Communications environment

E7 Experience of organising events

Personal Attributes

E8 Ability to work as part of a team and independently.

E9 Excellent interpersonal skills, with an ability to successfully interact with a broad range of internal and external stakeholders.

E10 Ability to be flexible and work to tight deadlines.

E11 Ability to use own initiative to resolve task/queries, resulting in a positive outcome.

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 inquiries regarding the post can be directed to CEP Administration Manager, Evelyn Tonner evelyn.tonner@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 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](#).

Interviews

Formal interviews for this post will be held on 14 March 2023.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

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 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 at the appointed grade, 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.

6. PENSIONS

At the start of their appointment, new members of staff aged under 75 will automatically be admitted to membership of the Local Government Pension Scheme (LGPS). If you are already in receipt of a pension from LGPS and your benefits relate to service prior to 01/04/2015 then you are required to notify the scheme of your new position regardless of whether you decide to remain a member of the scheme at the University of Strathclyde.

LGPS requires a contribution from the member and a contribution, as a percentage of pensionable pay, is made by the University. The contribution rates that currently apply can be viewed here: - <https://www.spfo.org.uk/index.aspx?articleid=14879>.

If your post is located out with the UK in an EU member state, then pension rules do not permit us to enrol you to the scheme.

New members of staff may opt out of LGPS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. Any member of staff choosing to withdraw from LGPS during their employment with the University, and who is withdrawing after three months' membership but with less than two years' membership, may be entitled to a refund of contributions (less any statutory deductions). Staff withdrawing from the Scheme with more than two years' membership are entitled to a deferred pension benefit. Any member of staff who wishes to opt out should contact the Pensions Team, Finance, in the first instance (pensions@strath.ac.uk).

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding LGPS can be found on the LGPS website – www.spfo.org.uk/index.aspx?articleid=14440

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