

# CMAC National Facility Co-ordinator

Department	Strathclyde Institute of Pharmacy and Biomedical Sciences ( <a href="http://www.strath.ac.uk/science/strathclydeinstituteofpharmacybiomedicalsciences/">www.strath.ac.uk/science/strathclydeinstituteofpharmacybiomedicalsciences/</a> )		
Directorate	Faculty of Science ( <a href="http://www.strath.ac.uk/science/">www.strath.ac.uk/science/</a> )		
Staff Category	Administrative and Professional	Reference No	382021
Reports To	National Facility Manager	Grade:	5
Salary Range:	£23487 - £26341	Contract Type:	Fixed Term (24 months)
FTE	1 (35 hours/week)	Closing Date	26/09/2021

## Job Advert

### The CMAC National Facility: A World-Class National Facility for Continuous Manufacturing and Crystallisation Research.

Applications are invited for a highly motivated, enthusiastic administrative co-ordinator within Continuous Manufacturing and Advanced Crystallisation (CMAC) National Facility at the University of Strathclyde.

The multidisciplinary CMAC National Facility team provides comprehensive support across a varied and complex equipment base in the Technology and Innovation Centre. Supporting both companies and researchers to gain access these resources through, for example, fee-for-service projects or government grants.

Applications are invited from administrators seeking a challenging role within the National Facility. The successful applicant will provide organisational and administrative support to the National Facility team including co-ordinating meetings, diary management, invoicing/payment requisitions, contract tracking, financial reporting, marketing, social media and supporting the Technical Operations Manager with electronic laboratory management systems.

Candidates must have excellent IT, communication and interpersonal skills with the ability to organise and prioritise a busy workload using their own initiative. Experience of working with an internal financial management system (FMS) and/or previous experience of research administration within a university environment would be advantageous.

This is an exciting and challenging position which will provide an ambitious and committed candidate with the opportunity to broaden their knowledge within a multidisciplinary environment working to deliver collaborative projects at the academia-industry interface with real impact.

The post is initially for 24 months, but an extension beyond this period is anticipated.

## Job Description

### Brief Outline of Job:

To manage the administration requirements of the National Facility, providing organisational and administrative support to the National Facility management team to ensure the effective operation of the facility. Responsible for financial administration operations, database management (quality/safety/regulatory) and collation of reports for senior management.

## Main Activities/Responsibilities:

1.	Provide administrative and organisational support to ensure the effective operation of the National Facility and its management team.
2.	Checking and processing invoices/payment requisitions against the National Facility budget and providing financial reports when required for the management team.
3.	Liaise with Finance, Research and Knowledge Exchange Services, and other relevant professional service departments within the University to ensure contracts and other required project documents are on track.
4.	Co-ordinate meetings for the National Facility, including pre-papers, taking meeting notes, preparing minutes, and following up all agreed actions to ensure deadlines are met. Attend appropriate meetings/committees as required.
5.	Co-ordinate and facilitate the administration of events within the National Facility, and organisation of visits to the Facility ensuring appropriate paperwork is completed in advance for any visiting researchers.
6.	Reviewing administrative processes/systems within CMAC and making recommendations on how to improve these, e.g. assisting with the implementation of Salesforce (Customer Relationship Management tool).
7.	Managing the generic National Facility email account, dealing with stakeholder enquiries, deciding what action is required and field enquiries to the relevant staff member.
8.	Provide administrative and IT support for the University Asset Register and ULab - a laboratory equipment booking & management system (internal database) ensuring documents regularly uploaded and records are accurate.
9.	Provide diary management and administration support to the National Facility Manager and provide administrative support to the CMAC Industry team members.
10.	Undertake other activities as requested by the National Facility Management Team.
11.	Engage in continuous professional development relevant to the role.

## 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 qualification or equivalent relevant experience.

### Experience

E2 Significant work experience in an office environment.

E3 Experience of working independently and dealing with unforeseen problems.

D1 Experience of research administration.

D2 Knowledge of University professional service departments and functions.

### Job Related Skills and Achievements

E4 Ability to plan and organise own workload effectively.

E5 Excellent IT skills (including Microsoft Office).

E6 Excellent written and verbal communication skills.

E7 Well-developed organisational, interpersonal and team-working skills.

D3 Experience of using teleconferencing/videoconferencing facilities, e.g. Skype, WebEx, join.me or similar.

### Personal Attributes

E8 Ability to work within a team environment.

E9 Ability to work to deadlines with accuracy and precision.

E10 Ability to take decisions within an appropriate level of authority with supervisor involved in decision only if necessary.

E11 Proactive and able to use initiative.

## Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted 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 Kenny Smith, Technical Project Manager ([kenneth.smith@strath.ac.uk](mailto:kenneth.smith@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 Local Government Pension Scheme (LGPS) in Scotland. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### 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.

### 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](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 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](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 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:

<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**

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](mailto: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](http://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](http://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.