



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Project Administrator				
<b>DEPARTMENT</b>	Research & Enterprise				
<b>LOCATION</b>	Brayford				
<b>JOB NUMBER</b>	EL1153	<b>GRADE</b>	4	<b>DATE</b>	November 2020
<b>REPORTS TO</b>	Project Manager				

### CONTEXT

The University of Lincoln is a place of high ambition, a new institution whose progress since it was created in 2001 has been rapid but solidly grounded. Its vision is to be a 21st century expression of the old university ideal – where a student focus is paramount – at the same time as fulfilling the modern tasks of knowledge generation and transfer for the economic, social and cultural benefit of society.

Research and enterprise is an innovative department within the university working with staff, employers, students and graduates to increase graduate employability and external income generation.

This position, part funded by European Structural & Investment Funds, is critical to the support and delivery of GLLEPs innovation strategy, enabling SMEs to access support and funding for innovation and growth. The role will be focused on supporting businesses to develop innovative approaches to access funding.

The post holder will work as part of the Business Incubation & Growth team to support the delivery of the project. They will follow standard University guidelines and procedures, but is also expected to work on their own initiative and prioritise their workload to meet tight internal deadlines. The post holder is also expected to use their judgement to deal with queries and problems on a daily basis.

### JOB PURPOSE

To provide effective and efficient administrative support with minimum supervision and ensuring that work conforms to both the university and European quality standard, guidelines and procedures. Reporting directly to the Project Manager.

This role will require the post holder to possess sound administrative skills, providing a high level of pro-active support to the Project Manager. The post holder will need to be responsive and pro-active to meet the various priorities as they develop and change throughout the life of the programme.

In addition to fulfilling responsibilities supporting the productivity programme, the post holder will contribute to and engage with activities in support of the Business Incubation & Growth Team, the Research & Enterprise Department and the University.

## KEY RESPONSIBILITIES

### General Administrative Support

- Actively providing administrative support to the project team, working closely with other team members, as directed, to ensure that the administrative responsibilities of the project are completed and targets being met.
- Provide support for other administrators within the department providing cover for colleagues in similar roles where required.
- Provide support to meetings, with the preparation and circulation of materials, booking of rooms and scheduling. This also includes arrangements for external visitors (making car parking bookings, providing venue information, for example).
- To co-ordinate the day to day administrative tasks for the programme

### Marketing & Events

- To assist in the development and administration of a marketing campaign to promote the project, working closely with the Project Manager
- To support the delivery of the events programme
- To attend and support larger events both on and off campus to aid in the promotion of the project.

### Finance

- Provide confidential financial support in administering the project budget, including the processing of invoices and other financial documentation on the university's financial software system.
- Supporting the preparation of the quarterly claims

### Project Administration

- Establish and maintain an effective document retention system for both paper and electronic documents and data, ensuring this is kept up-to-date, with accessibility as agreed, in line with the requirements of the project and as directed by the project manager.
- Create a system for recording all beneficiary enrolments, interactions and progress against outputs
- Supporting the project manager to collate information and produce necessary project reports to the required formats and timescales.
- Preparation of both statistical and financial data for the quarterly project claims
- To support the project manager to prepare monthly project updates, reporting outputs and spend against profile

- Support the project manager with project compliance

#### **Dealing with Enquiries**

- Act as a reception point, receiving enquiries in person, by email or telephone into the project team, responding and dealing with issues as appropriate.
- Ensure that enquiries are accurately recorded and responded to in a timely manner.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

## ADDITIONAL INFORMATION

### Scope and dimensions of the role

The post holder will apply knowledge and judgement to determine the best approach from a number of identifiable solutions in order to resolve problems. The post holder will be an experienced team member.

The post holder will be expected to:

- Act professionally at all times
- Be willing to undertake duties that may occasionally be out of hours
- Use appropriate technologies in order to fulfil their role
- Demonstrate a positive 'can do' attitude to the challenges presented within the office environment
- Work in accordance with University Policies and processes.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> <li>• Project Manager (Line Manager)</li> <li>• Head of Business Incubation and Growth</li> <li>• Enterprise Manager's</li> <li>• Director of Research and Enterprise</li> <li>• Head of Careers &amp; Employability</li> <li>• Head of Research</li> <li>• Employability operations Manager</li> <li>• Careers &amp; Employability Team</li> <li>• Staff from across the University, particularly those engaged in the productivity programme</li> <li>• Marketing &amp; Communications departments</li> </ul>	<ul style="list-style-type: none"> <li>• External clients and partners</li> <li>• Physical tenant businesses within Sparkhouse</li> <li>• Virtual tenant businesses using Sparkhouse</li> <li>• Local SME's</li> <li>• Lincolnshire County Council</li> <li>• Ministry of Housing Communities &amp; Local Government (MHCLG)</li> </ul>



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## UNIVERSITY OF LINCOLN PERSON SPECIFICATION

<b>JOB TITLE</b>	Project Administrator	<b>JOB NUMBER</b>	EL1153
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
<b>Qualifications:</b>		
Administrative qualifications or experience	E	A
<b>Experience:</b>		
Administrative experience	E	A/I
Experience of working with external commercial organisations and clients	E	A/I
Experience of providing a high level of customer service (to academic staff & external commercial organisations)	E	A/I
Experience of planning and delivering events	D	A/I
<b>Skills and Knowledge:</b>		
High standard of written and oral communication skills	E	A/I
Highly computer literate, eg Microsoft Office or equivalent	E	I
Ability to organise self and others	E	A/I
Effective problem solving skills	E	A/I
Ability to work under pressure to tight deadlines	E	A/I
Ability to present to a large audience	E	A/I
<b>Competencies and Personal Attributes:</b>		
Enthusiastic, confident and flexible approach to work	E	I
Effective team member	E	A/I
Self-motivated and able to work independently	E	A/I
Customer orientated approach to work	E	A/I
Professional courteous manner	E	I
Proactive, results-orientated and able to use initiative	E	A/I
<b>Business Requirements:</b>		
Flexible hours to accommodate very occasional evening and weekend work	E	A/I

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	VA	<b>HRBP</b>	SP
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