



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Project Administrator				
<b>DEPARTMENT</b>	Lincoln Institute for Rural and Coastal Health				
<b>LOCATION</b>	Lincoln Campuses				
<b>JOB NUMBER</b>	CHS223	<b>GRADE</b>	4	<b>DATE</b>	June 2025
<b>REPORTS TO</b>	Project Co-ordinator				

### CONTEXT

The Lincoln Institute for Rural and Coastal Health (LIRCH) is the country's first integrated and multidisciplinary research institute dedicated to rural and coastal health research. LIRCH has been awarded £10.9 million funding from Research England's Expanding Excellence in England fund and is in the process of significant expansion. As part of this expansion, the University will recruit to over twenty research positions. A technical and professional services team will also be embedded within the Institute to support the research and develop a financially sustainable research Institute.

With this expanded capacity, the Institute will bring together multiple disciplines to produce impactful research helping to tackle the place-based inequalities experienced by rural, coastal and remote communities. By co-designing and shaping the emerging discipline together with the next generation of researchers and affected communities, LIRCH aims to create the future academic and community leaders of rural and coastal health.

The postholder will work as part of the LIRCH professional services team following standard University guidelines and procedures as well as funder regulations. The postholder will work closely with the LIRCH Project Co-ordinator and Project Manager but is also expected to use their judgement to resolve queries and problems in a professional and effective way on a daily basis.



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## **JOB PURPOSE**

In liaison with the LIRCH Project Co-ordinator the postholder will be responsible for supporting the post award activities of the Lincoln Institute for Rural and Coastal Health project. This will include providing administrative support across the project team, requiring a highly organised and efficient way of working. The postholder will act as finance officer for the project and be responsible for all related duties in line with University purchasing procedures, and the project's own approvals processes.

The project hosts events such as conferences and summer schools and has presence at industry and academic conferences. The postholder will be responsible for coordinating travel and accommodation arrangements and interpreting booking requirements and will play a key role in organising actions required to deliver such activities.

The postholder will be confident in taking ownership of communication with external stakeholders. The postholder will support with the delivery of marketing and external engagement content and activities including social media posts and blog pages.

Overall, the job purpose is to fulfil a dynamic and agile administrative function which covers all LIRCH project activities, and to also provide general support to the Institute when required.

## KEY RESPONSIBILITIES

### Project Administrative Support

- Take ownership of the planning and preparation for project meetings, including governance meetings. This will include the preparation and circulation of meeting materials, booking of rooms and the delivery of associated minutes in a timely manner, with clear actions and decisions.
- Develop professional working relationships with Administrators and PAs across the College to support co-ordination of meetings, diaries and allocation of work to ensure the administrative responsibilities of the project, Institute and College are carried out in full.
- Support the maintenance of clear, robust, auditable administrative documentation, systems and processes in line with established best practice and play a key role in supporting the Project Team with data collation for quarterly and annual reporting requirements.
- Provide support for other administrators within the College and be able to stand in for or cover for colleagues in similar roles where required.
- Clarify matters of a non-routine nature dealing with queries and explaining a range of procedures and processes.
- Co-ordinate meetings and visits with internal and external stakeholders, which may include re-prioritising existing commitments as appropriate. Make arrangements for external visitors (making car parking bookings, providing venue information, arranging catering, for example).
- Provide guidance and advice to other team members, particularly in relation to College procedures, producing written training materials or process documents and other documents as appropriate.

### Marketing and Events Support

- To assist in the development and co-ordination of a marketing campaign to promote activities of LIRCH, working closely with academic members of staff, Business Development and Marketing colleagues.
- Support the set up and take down of stand materials for events and conferences. This may involve national travel.
- To assist in planning events such as workshops, networking, community and industry engagement and conferences to support the promotion and dissemination of LIRCH successes.
- To support with the production of content for the LIRCH website, including co-ordinating regular new content. This includes maintaining up to date awareness of the research ongoing within the department.
- To contribute to and facilitate a schedule of social media content to publicise new LIRCH activity and successes.

- To arrange and provide support to a Marketing Working Group. This involves the preparation of agendas, minute taking and the preparation and circulation of materials, booking of rooms and scheduling.
- To act as main point of contact to external marketing providers and to be able to fulfil related enquiries and resulting tasks from start to finish with minimal supervision.

### **Finance**

- To be a confident user of the University's financial software system, including raising purchase orders and invoices and checking on progress with purchases.
- Take the lead on receiving, goods receipting and distributing goods received in a timely manner.
- Develop a good understanding of the categorisation of spend across different cost categories and offer suggestions for process improvements and to follow these through to implementation.
- Liaise with the central Finance team to ensure prompt processing of invoices and grant payments and other financial documentation on the University's financial software system.
- Liaise with the Procurement team as required to ensure procurement activity is carried out in accordance with policy. This includes the creation of comprehensive file notes evidencing processes followed.
- Provide confidential financial support to the Project Team to inform financial forecasting. This includes providing summary information from the University's Finance system to inform budget decision making.

### **Liaising and Networking**

- Build positive and effective working relationships with internal and external stakeholders and be the initial point of contact for the project team.
- Liaise as appropriate with relevant stakeholders across and beyond the University to support the effective completion of administrative functions.
- To work closely with the College of Health and Science Research Office and attend meetings to ensure collaborative working is taking place.
- To build effective working relationships across departments at the University, including Finance, People, Performance and Culture (PPC), and Marketing.

### **Record Keeping**

- 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 project requirements.
- Take the lead on capturing an evidence base of project activity, including photographs of events attended, screen snips of recruitment adverts.

### **Student Support**

- To act as first point of contact for students undertaking PhD research in connection with LIRCH and liaise with the relevant School Administrators where students are registered.
- To deal with student enquiries, personally where possible, referring more difficult cases or seeking advice as required.
- To work with staff in the Student Support Centre or Registry in order to support and enhance the student experience.
- To communicate directly with student supervisors to ensure that all necessary procedures and paperwork is adhered to and completed in a timely manner.
- To forge strong working links with the Centre for Doctoral Training in order to organise collaborative student activities and share best practice.
- To play a key role in coordinating student support and engagement activities, including summer schools.
- To communicate directly with students to encourage the full utilisation of allocated training grant allowances in line with project budget requirements.

### **Dealing with Enquiries**

- Act as a referral service for staff/students in order to resolve any student-related and timetabling queries.
- Act as an information and referral service within the School on procedures and paperwork relating to student and programme records.

### **Other Duties**

- Manage the LIRCH email inbox. Receive, filter and respond to general enquiries, dealing with issues as appropriate. Ensuring that enquiries are accurately recorded and responded to in a timely manner.
- Contribute to the work of internal working groups as an active and knowledgeable member, ensuring that information is fed back to the benefit of the team.
- Participate in University events and activities, such as student enrolment and award ceremonies as and when required.
- Maintain confidentiality in respect of all areas of the job responsibilities and to be aware of current University policy on the Data Protection Act 1998.
- Comply with the University's Health and Safety and Equality and Diversity Policies in the undertaking of the job responsibilities and to observe other University requirements relevant to the duties of the post.

- Undertake any staff development deemed necessary for the effective performance of duties assigned to the post.

#### **University Wide Support**

- Participate in University events/activities, including student enrolment and award ceremonies, as and when required.

**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 postholder will largely manage their own time and determine priorities in order to achieve the required output.

The postholder 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.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> <li>• LIRCH Project Co-ordinator (Line Manager)</li> <li>• LIRCH Project Manager</li> <li>• LIRCH Senior Business Development Manager</li> <li>• Policy, Impact and Knowledge Exchange Manager</li> <li>• LIRCH Director</li> <li>• Other administrative staff in the College and University</li> <li>• LIRCH Academic Staff</li> <li>• Research &amp; Enterprise</li> <li>• PPC Business Partner</li> <li>• Finance Business Partner</li> <li>• Marketing &amp; Communications departments</li> <li>• Students in the Department/College</li> <li>• Student Services, including the Disability Service</li> <li>• Office of Quality and Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Industry and Commercial partners</li> <li>• External collaborators</li> <li>• Funder Contacts and Contracts Managers</li> <li>• Suppliers</li> </ul>



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## UNIVERSITY OF LINCOLN PERSON SPECIFICATION

<b>JOB TITLE</b>	Project Administrator	<b>JOB NUMBER</b>	CHS223
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Educated to A Level or equivalent standard	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Administrative experience within HE or similar environment	<b>E</b>	<b>A/I</b>
Relevant experience of student administration HE procedures and systems	<b>D</b>	<b>A/I</b>
Experience of working in a fast-paced environment with shifting priorities.	<b>D</b>	<b>A/I</b>
Experience of providing a high level of customer service (to academic staff and external commercial organisations).	<b>D</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
High standard of written and oral communication skills	<b>E</b>	<b>A/I</b>
Effective administration skills with the ability to organise own workload in order to meet tight deadlines	<b>E</b>	<b>I</b>
Effective communication skills, both oral and written, with the ability to collate and present information to others.	<b>E</b>	<b>A/I</b>
Ability to organise self and others	<b>E</b>	<b>A/I</b>
Awareness of dependencies		
Effective problem-solving skills	<b>E</b>	<b>A/I</b>
Ability to work under pressure to tight deadlines	<b>E</b>	<b>A/I</b>
Competent in a range of IT software including MS Word, Excel, Planner, Forms, Lists etc.	<b>D</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Ability to command the respect of colleagues, with a professional approach to work	<b>E</b>	<b>I</b>
Enthusiastic, confident and flexible approach to work	<b>E</b>	<b>I</b>
Self-motivated and able to work independently	<b>E</b>	<b>A/I</b>
An effective, positive team member	<b>E</b>	<b>I</b>
A demonstrable commitment to providing a customer-orientated service and enhancing the "student experience"	<b>E</b>	<b>I</b>
<b>Business Requirements:</b>		
Flexible hours to accommodate occasional evening and weekend work	<b>E</b>	<b>A/I</b>

**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>	LS	<b>PBP</b>	AG
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