ROLE PROFILE

Job Title: Project Administration Officer
School/Department: Research and Innovation
Job Family and Level: Administrative, Professional & Managerial Level 2
Hours of Work: Full-time (36.25 hours per week).
Contract Status: Permanent
Location: Jubilee Conference Centre, Jubilee Campus
Reporting to: Paul Yeomans, KTP Manager, Research and Innovation (Business and Local Partnerships Team)

Purpose of the Role:
The Project Administration Officer will sit within the Business and Local Partnership team and contribute to the smooth delivery of a range of activities including primarily Knowledge Transfer Partnerships and a range of other business engagement activities across the team.

The Business & Local Partnerships Team is responsible for the development and delivery of activity to support the exchange of knowledge between the University, business (in particular small businesses) and other organisations. The Team works to deliver against a set of income generation targets. The Team leads on relationships and proposal support for Innovate UK, including the Knowledge Transfer Partnership (KTP) scheme, and local European Funding (ERDF) aimed at SMEs. A KTP is a three-way partnership between a business, a UK university and a recently qualified graduate, known as the associate. It offers a company the chance to collaborate on a business opportunity, idea or innovation. Innovate UK part-fund the cost of the project, including the KTP associate, who helps the business gain the knowledge and capability it needs to innovate and grow.

The Team also leads on relationships with local and regional partners involved in delivering economic growth – this includes Local Authorities, the D2N2 Local Enterprise Partnership and business organisations/networks, such as the CBI and East Midlands Chamber of Commerce.

Main Responsibilities

1. Provide effective **administrative support** to a number of team projects including the £4m portfolio of Knowledge Transfer Partnership (KTP) projects and EU funded SME-focused projects (ERDF)

Responsibilities include:
- Delivery of claims and progress reports to Sponsors.
- Visiting company premises across the UK to present project finances and minute meetings.
- Develop working knowledge of the Agresso finance system to produce reports and financial claims/forecasts.
- Management and co-ordination of diary commitments for the team and stakeholder engagement meetings (internal and external).
- Support for the development of new projects and assignments (design, costs, co-ordination).
• Co-ordinating a regular programme of Team meetings and wider internal networking.
• Use, and support effective Team use of a range of internal and external IT systems to underpin team objectives.

2. Provide effective **administrative and co-ordination support** to the Business and Local Partnership Team SME delivery and engagement activity. This includes:
• Support effective delivery of other SME delivery projects delivered by the Team.
• Manage and coordinate diary commitments for planned project activities, supporting stakeholder engagement.
• Support the production of Team reports and marketing materials (e.g. website, social media, and presentations).
• Provide a knowledgeable point of contact for enquiries to the Team – internal and external – and coordinate follow-up actions.

3. Support Team events and marketing activities. This includes:
• Support the production, development and improvement of marketing materials (e.g. website, social media, presentations, printed materials).
• Supporting preparations for, and delivery of, SME events organised and delivered by the Team.
• Attending and assisting in the delivery of promotional and networking events undertaken by the team.

### Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Education</strong></td>
<td>• Educated to NVQ level 2-3 or City &amp; Guilds (or equivalent) plus English and Maths at GCSE level (or equivalent) OR • Considerable work experience in a similar role.</td>
<td>• HNC/HND (or equivalent) or higher level qualifications (e.g. A-level) in English or Maths • Formal Project Management qualifications.</td>
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<td><strong>Knowledge/Skills/ Training</strong></td>
<td>• Knowledge of terms and conditions relating to project delivery in a similar environment • Excellent IT skills and meticulous attention to detail; • High level of numeracy and proven ability to manipulate figures and data with ease, using spreadsheets and databases; • Excellent organisational and communication skills – written, verbal and interpersonal. • Skills and Training relevant to Project Management and project delivery.</td>
<td>• Delivery of public-funded programmes to business (and SMEs in particular). • Knowledge of ERDF project management, claims and compliance. • Experience/skills in marketing, e.g. social media, website management • Financial, accounting or audit training or experience, including the use of corporate finance systems (e.g. Agresso).</td>
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<td><strong>Experience</strong></td>
<td>• Experience in a comparable and relevant role, demonstrating general knowledge of technical, financial and professional practice • Experience relevant to project delivery, claims and meeting targets. • Team working and balancing work priorities across the team • Experience of handling confidential information.</td>
<td>• Experience of research grant and contract administration; • Project management/support experience in a relevant environment or organization. • Experience of working on collaborative / multi-partner projects.</td>
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<td><strong>Personal attributes</strong></td>
<td><strong>Responding to unforeseen problems and circumstances.</strong></td>
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<td>• Ability to work to tight deadlines under pressure, and play an active, supportive and flexible role within the team.</td>
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<td>• Strong communication skills: oral and written</td>
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<td>• Analysis and problem solving capabilities: identifying issues and raising with appropriate colleagues.</td>
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<td>• Flexible and organised approach to work.</td>
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<td>• Sensitivity and understanding issues around (for example) confidentiality</td>
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<td>• Confident in dealing with external clients and senior colleagues</td>
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The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.