

## **Job Detail**

(Overview, Role Detail and Person Specification)

# Research and Enterprise

## **Administrative Assistant - Grade 4**

**(Ref: MPF3154)**

## **Role title: Administrative Assistant**

### **Reports to: KTP Manager**

### **Overview**

Research, Knowledge Exchange and Enterprise is key to delivering the University of Salford's strategic priority of Industry Collaboration, with refreshed Research, Knowledge Exchange and Enterprise strategies being unified as one of the corner stones of the University plan.

The primary objectives of the unified structure will be the provision of enhanced support for our colleagues in pursuit of Research and Enterprise activity, growth in Research and Enterprise income, and performance in the REF KEF. Whilst supporting our ambitions to grow industry engagement and income, enhance the student experience, develop critical mass in areas of world class research, produce real-world impact, and develop a vibrant community of high-quality researchers and enterprising staff.

We will work to support the development of a pervasive research and enterprise culture, through an environment of continuous improvement and excellent customer service, enhancing our industry collaboration activities and driving Enterprise, Research and growth in our capable capacity.

Our success will be measured by the multidisciplinary, mutually beneficial nature of this work, for the benefit of our students and campus culture, making Salford the place to create, collaborate, learn and launch a career.

### **Role Detail**

### **Role Purpose**

The post-holder will work within the Knowledge Transfer Partnerships (KTP) team to provide administrative support throughout the department and across the full range of Knowledge Exchange activity. Your main focus will be on ensuring information across multiple simultaneous projects is kept up-to-date.

You will need to be able to use your energy, determination and communication skills to organise project meetings between busy and senior people from industry, funders and academia; and your administration and organisation skills to track key dates, share essential documents with project partners, take minutes, compile financial reports, set and monitor routine project tasks undertaken by other team members and develop digital content for recruitment and marketing purposes.

## Responsibilities

- Provide efficient and effective administrative support for the team.
- Support the administrative management of awarded KTPs and funded PhDs to ensure all reports are provided, minutes provided to the funder and that internal documentation is maintained.
- Assisting in the preparation of the financial statement for each project and alerting colleagues to any projected over- or under-spends.
- In conjunction with the Partnerships Administrators and KTP Manager, proactively monitor KTP and iCase budgets; maintaining appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
- Prepare and submit invoices to business partners in accordance with the terms of their collaboration agreement. Monitor for any late payment of invoices and engage with industry partners to ensure minimal debt is reported.
- Prepare and submit for approval, using Agresso, all monthly journal transactions in relation to all activity managed by the KTP Office.
- Support the Administrative Officers in the recruitment process for Knowledge Transfer Partnership (KTP) Associates and industry sponsored PhD students, including developing and publishing digital content.
- In conjunction with company and academic partners ensure that all KTP vacancies are appropriately advertised to maximise the recruitment of the best candidates
- Work with colleagues to promote the KTP scheme, coordinate events and develop digital promotional materials for online publication.
- Participate in team discussions about service development and improvements to working practices and procedures, and taking these forward as appropriate
- To generate ad-hoc financial reports and provide financial data as required, to assist with business planning and budget monitoring.
- To develop a strong working relationship with colleagues in Professional Services, in particular, in central Finance, Purchasing and HR Offices, to ensure that all internal Department processes and procedures reflect and comply with University policy.
- Perform any other duties appropriate to the grade as may be required.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.

- Engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

## **Person Specification**

## Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	A good standard of general education, normally to include English and Maths to GCSE (or equivalent) level at Grade C and above	Essential	A

## Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
2	The ability to prepare, analyse and present financial information accurately and methodically including financial reports	Essential	A, I
3	Experience of minuting meetings	Desirable	A, I
4	Experience within a busy customer- focussed environment	Essential	A, I
5	Experience of maintaining accurate electronic records	Essential	A, I
6	Ability to produce creative and effective digital content	Desirable	A, I,
7	Experience of designing promotional literature	Desirable	A, I,

## Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
8	University research administration software, such as SAP. Agresso	Desirable	A, I
9	Knowledge Transfer Partnerships and/or industry sponsored PhD schemes or similar	Desirable	A, I,

## Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
10	Ability to plan, prioritise and work independently with minimal supervision	Essential	A, I,
11	Ability to work under pressure and keep to deadlines on several projects simultaneously	Essential	A, I
12	Strong communication skills – both verbal and written and the ability to explain complex concepts & information clearly & concisely	Essential	A, I,
13	Excellent numeracy skills and confidence in the handling and understanding of figures;	Essential	A, I

**A = Application form I = Interview, P = Presentation, T = Test**

Details of any assessments required will be provided in the invitation to interview letter.