|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post title: | | Project Administrator - PSDI | | | |
| Academic Unit/Service: | | Faculty Operating Service | | | |
| Faculty: | | Faculty of Physical Sciences and Engineering | | | |
| Career pathway: | | MSA | Level: | 3 | |
| Posts responsible to: | | Operations Manager – School of Chemistry  Day-to-day direction Project Coordinator | | | |
| Posts responsible for: | | **N/A** | | | |
| Post base: | | Highfield Campus, Southampton | | | |
| Job purpose | | | | | |
| To provide professional, high quality administrative support for the PSDI’s Principal Investigator and the project team. To be responsible for the administrative and financial operations of projects within the Physical Sciences Data Infrastructure | | | | | |
| Key accountabilities/primary responsibilities | | | | | % Time |
|  | **Project Administration**   * Rapidly develop and maintain a detailed knowledge of the Project and its operational structures. * Proactively arrange and attend meetings of the Management Group, Partners Coordination Group and Advisory Board. To record the minutes of these meetings and distribute in a timely manner. * Establish relationships with current and prospective project partners, including organising meetings, reporting on progress and answering partner queries. * Provide comprehensive Research Data Management (RDM) support (Including Research Fish) in conjunction with the Faculty REF Administrator and ensure that project outputs are captured in a timely and effective manner ensuring that project confidentiality is maintained at all times. * Monitor the use of budget and resources effectively, ensuring control of all related expenditures. * Manage and arrange staff exchanges with the Project’s collaborators and industrial partners and to monitor the budget allocation for such exchanges. * Organise events related to the project including seminars, guest lectures, conferences and workshops * Help organise events and meetings in connection with related projects. * Create display materials or publicity collateral related to the project when necessary | | | | 40% |
|  | **Project Staff Support:**   * Provide professional, high quality administrative support for the project, in particular, to the Principal Investigator, the Co-Investigators and the Project Coordinator. * Responsible for the administration of the governance meetings for the project and providing the necessary information as required by the Principal Investigator. * To oversee the registration, travel and accommodation for the Project Staff and Students when they attend off-site meetings/workshops/conferences and to oversee the processing of associated expenses claims. * To oversee the bookings of meeting rooms, refreshments, audio/visual equipment and preparation of papers for meetings/events and where appropriate working with the University events company * Support travel arrangements, booking tickets, scheduling, expenditure reporting on trips and corporate credit card account as directed by PI. * Provide support for CPD arrangements for the network workshops, conferences and meetings. | | | | 40% |
|  | **Liaison and Communication:**   * Proactively manage relationships with individuals and organisations on behalf of the Principal Investigator and Co-Investigators, and to act as a first point of contact for visitors and callers, providing a meet and greet service at all levels of seniority. * Deal quickly and effectively with all enquiries and requests, handling them directly when appropriate. * Maintain oversight of the Project website, email lists and publicity/dissemination materials to ensure they are kept up to date. | | | | 15% |
|  | **Collegiality**   * Work effectively as part of the wider School Administration team. * Support the Faculty Health & Safety and Diversity agendas by promoting key messages and adherence to University / Faculty policy. * Support and promote the University’s ‘Southampton Behaviours’ and student experience initiatives and work with colleagues to embed them as a way of working within the Faculty. * Any other duties as allocated by the line manager following consultation with the post holder. | | | | 5% |

| Internal and external relationships |
| --- |
| Liaise with:   * Staff, students, Central Administration, Central Finance, marketing office, external funding bodies (EPSRC) and other Schools within the University on matters relating to the project. * Members of the Steering Committee, PSDI project team and project partners in relation to meetings, exchanges, consortium meetings and guest lectures. * Administration (FOS) and other Professional Services and academic staff in the Department and Faculty |
| Special requirements |
| * A willingness to travel within the UK to attend Project events. * Flexible hours of work will be required by these activities as well as core hours. * Excellent communication skills are essential as is the use of confidentiality in data management at all times. The post will require the holder to possess excellent attention to detail, record keeping skills, interpersonal skills and customer service skills. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge & experience | * A levels, NVQ3 or equivalent in a relevant professional area * Substantial relevant experience and success in similar work in administration at a high level and of similar tasks evidenced by successful achievements * High level IT skills * Knowledge and understanding of financial processes | Knowledge of University processes and regulations | Application/ Interview |
| Planning & organising | * Able to independently organise activities (schedules, diaries, meeting arrangements, events etc) * Ability to prioritise a conflicting workload and multi-task |  | Application/ Interview |
| Problem solving & initiative | * Ability to apply specialist knowledge and experience to assess complex situations * Ability to use own initiative and suggest and implement practical and effective solutions |  | Application/ Interview |
| Management & teamwork | * Able to manage self and prioritise workload * Able to work independently * Able to proactively and collaboratively work with other Network team members |  | Application/ Interview |
| Communicating & influencing | * Evidence of excellent interpersonal skills * Ability to respond effectively in a pressurised environment to colleagues, students and other stakeholders * With training, have the ability to provide quality, appropriate and timely advice in response to specialist enquiries from customers and colleagues * Able to take minutes at meetings |  | Application/ Interview |
| Other skills & behaviours | * Ability to interface with relevant departments within the University and external bodies. An essential requirement will be the ability to develop good relationships and networking skills * Ability to organise events and meetings |  | Application/ Interview |
| Special requirements | * Able to travel both within and outside the UK * Able to work flexible hours as required by the organised activities * Able to demonstrate excellent attention to detail |  | Application/ Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |