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| Last updated: | May 2024 |

**JOB DESCRIPTION**

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| Post title: | **IMPACT-IP Coordinator** | | |
| Standard Occupation Code: (UKVI SOC CODE) | TBC | | |
| School/Department: | Research & Innovation Services | | |
| Faculty: |  | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| Posts responsible to: | Innovation Programme Manager | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based | | |

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| Job purpose |
| Provide comprehensive, high quality and efficient support to the Programme Manager and Stakeholder Engagement Manager to facilitate the smooth running of the IMPACT IP Programme.  Provide a professional interface between the SETsquared partner universities and other professional services in relation to the implementation of the Programme. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To oversee administrative support processes forthe IMPACT-IP Programme**.** To utilise expert knowledge of research funding landscape and understanding of university systems and procedures to take responsibility and coordinate activities and processes. These will include, but not necessarily limited to, organising review panels, producing panel papers, minuting meetings, and assisting in the organisation of events and training. To act as a central point of contact for enquiries to the IMPACT-IP team, advising and guiding stakeholders in a timely manner. | 30 % |
|  | Events and training co-ordination. To provide specialist support in planning and co-ordinating training, and events. Develop interactive agendas alongside external organisations and internal Faculty and RIS staff, ensuring events meet the aims of all parties. Liaise with appropriate professional service staff across the partner Universities to arrange logistics and ensure the smooth running of events. Produce visit briefs for staff prior to the events, as well as capturing and communicating key outputs for the wider community, ensuring any actions are followed-up.  Co-ordinate and compile training resources, supporting the broadening of training provision across the university. | 20 % |
|  | Coordinate and contribute to the production of regular newsletters and case studies to raise awareness of the IMPACT-IP programme and opportunities within. Work with academics and colleagues in RIS and Communications & Marketing to develop stories and case studies that promote the IMPACT-IP activities. | 15 % |
|  | To provide confidential secretarial/P.A. services to senior manager(s) where required, including the co-ordination of diaries, arranging and servicing meetings, filtering problems and enquiries, drafting and issue of documentation and  organisation of events. | 15% |
|  | To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change. | 5% |
|  | To undertake research and perform detailed analysis, manipulation and interpretation of specialised data to create reports and highlight and prioritise issues. | 5% |
|  | To undertake Agresso financial administration processes and provide support to management with budget monitoring processes. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| * Staff in Professional Services involved in the IMPACT-IP Programme * Academic staff * Administrative staff in External funders * External organisations * Director and RIS staff to ensure cohesive and quality service delivery to customers |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Able to apply a comprehensive understanding of relevant University systems and procedures and procedures, and an awareness of activities in the broader work area.  Able to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.  Able to make effective use of standard office computer systems including word-processing and spreadsheets. | Relevant degree (or equivalent qualification or experience).  RSA II word-processing (or equivalent qualification or experience)  Financial administration/budget monitoring experience. |  |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Able to successfully plan and deliver administrative projects over a period of several months.(e.g. to co-ordinate an event) |  |  |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods. |  |  |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and service expectations.  Able to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. | Successful supervisory experience. |  |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance.  Able to deal with sensitive information in a confidential manner. |  |  |
| Other skills and behaviours | Ability to adapt and be flexible within working environment due to ever-changing workload |  |  |
| Special requirements | Willingness to attend occasional meetings off-site to assist at events which may entail working extended hours on those days. |  |  |

**JOB HAZARD ANALYSIS**

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

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| 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.

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| **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 |  |  |  |