Imperial College London

Job Title:	Centre Administrator
Department/Division/Faculty:	Department of Bioengineering, Faculty of Engineering
Campus location:	South Kensington
Job Family/Level:	Professional Services 3a
Salary range:	£31,770-£36,009
Responsible to:	Research & Finance Manager and to Research Programmes Manager
Line Management responsibility for:	
Key Working Relationships (internal):	Centre staff and students; support staff in the Department of Bioengineering; Faculty and central College staff.
Key Working Relationships (external):	
Contract type:	Full time- fixed term until 31 October 2021

Purpose of the Post

The Centre Administrator will predominantly support the administration of the Royal British Legion Centre for Blast Injury Studies, but will also contribute to associated grants and other activities within the Department of Bioengineering.
Established in 2011, the Royal British Legion Centre for Blast Injury Studies (CBIS) is a multidisciplinary research centre based at Imperial College London. It is hosted by the UKs leading Department of Bioengineering, drawing its staff from here and a number of other departments in the Faculties of Engineering, Medicine and Natural Sciences. The mission of the Centre is to improve the understanding of blast injury in order to advance the mitigation, treatment and rehabilitation of injury. As such, the Centre is focused on education, research, outreach and public engagement activities.

A key position providing pro-active administrative support to the Research Programmes Manager (who manages the Centre) and Centre members.

Key responsibilities

Finances and reporting
- To administer the grant portfolios of CBIS, and any associated grants, in conjunction with Departmental finance staff, and to liaise closely with the Faculty and College finance teams on all aspects of funding.

- To provide regular financial information to support the management of research grants and contracts. This will include monthly review of finances for reporting and forecasting, as well as keeping grants up to date with personnel and funding changes.

- To assist with reporting to funders, such as cost statements and the compiling of reports or any other information requested by funders.

- To track and maintain records of funding, staff, research output, etc. to enable the compilation of stakeholder reports.

Stakeholder engagement
- Provision of a professional and pro-active reception to visitors. Dealing with telephone callers and managing general enquiries, providing advice and guidance as appropriate.

- Representing the Centre in a professional manner and acting as an ambassador for the Centre at meetings and events, or when hosting visitors.

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Centre organisation

- Supporting the CBIS Management Group as required, including the organising of meetings and preparation of requested information.

- Booking meeting rooms and arranging appropriate catering for CBIS Management and members.

- Coordinating travel arrangements (parking, trains, flights, taxis, hotels and conference registration) for the management team, research staff, and hosted visitors, both in the UK and abroad.

- Maintaining email distribution lists.

- Administration related to PhD students, e.g. coordinating recruitment adverts, interview days, welcome events, completion of handbooks, cohort building, etc.

- Maintenance of the CBIS website and production of newsletters

Events management

- Supporting the organisation of events including seminars, conferences, workshops and public engagement activities on behalf of the Management Group. In particular, this will include a key role in the organisation of the Blast Injury Conference.

- Organising CBIS social activities.

General

To observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Imperial Expectations (for new leaders, managers and supervisors), Information Technology, Private Engagements and Register of Interests, and Smoking.

To undertake specific safety responsibilities relevant to individual roles, as set out on the College Website Health and Safety Structure and Responsibilities page (http://www3.imperial.ac.uk/safety/policies/organisationandarrangements).

Job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities in Employment Policy, Promoting Race Equality Policy and all other relevant guidance/practice frameworks

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following	Essential (E)/ Desirable (D)
Education	
• Educated to a minimum of undergraduate degree standard or equivalent.	E
• Educated to PhD level or equivalent.	D
Experience and Knowledge	
• Demonstrable experience of working at a similar level, preferably in an institute of higher education.	E
• Proven experience of administration	E
• A good grasp of the academic research environment.	E
• Demonstrable experience of accurately dealing with financial information using spreadsheets and databases.	E
• Experience of research grant administration	D
Skills & Abilities	
• Excellent verbal and written communication skills, with the ability to undertake effective report writing, drafting of correspondence and minute taking.	E
• Excellent interpersonal skills, a high level of professionalism with a pro-active approach	E
• The ability to communicate confidently and effectively with senior members of the Centre, the College and external contacts from industry and other organisations.	E
• A high level of motivation and commitment to CBIS, its mission, and its staff and students.	E
• The ability to work well under pressure, prioritise workflow independently and show initiative.	E
• Tactful and diplomatic in their approach, competent in liaison with senior colleagues, and able to deal with confidential matters with complete discretion.	E
• Possession of excellent IT skills including Microsoft Word, Excel, PowerPoint, Access, Outlook and the Web. The role involves maintaining the Centre's webpages and experience of using Web software would be desirable, but not essential.	E
• Possession of excellent secretarial skills including an aptitude for attractive layout and presentation	E
• Highly organised with a methodical approach to their responsibilities.	E
• The willingness and ability to work as part of a team.	E

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the 7 Imperial Expectations detailed below:

1) Champion a positive approach to change and opportunity
2) Encourage inclusive participation and eliminate discrimination
3) Communicate regularly and effectively within and across teams
4) Consider the thoughts and expectations of others
5) Deliver positive outcomes
6) Develop and grow skills and expertise
7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Financial Regulations
- Health and Safety
- Information Technology
- Private Engagements and Register of Interests

- Equal Opportunities
- Smoking

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.

April 2019