## Job Title:
Partnerships and Projects Administrator

## Department/Division/Faculty:
Academic Partnerships (Office of the Provost)

## Campus location:
South Kensington Campus

## Job Family/Level:
Level 2b, Professional Services

## Responsible to:
Head of Partnerships and Projects;

## Line Management responsibility:
n/a

### Key Working Relationships (internal):
- Vice-President (International) and Associate Provost (Academic Partnerships);
- Partnerships and Projects team members;
- Community and Public Engagement team members;
- International Relations Office;
- Other senior staff and their offices from Imperial.

### Key Working Relationships (external):
- The Francis Crick Institute partnership managers;
- UCL and King’s College partnership managers and partners from academic, societal and community organisations.

## Contract type:
Permanent

### Purpose of the Post

The post holder will support the management of key partnerships and coordinate the delivery of crucial projects and events across academic partnerships and societal engagement, in addition to employing their organisational, analytical and customer service skills to ensure that important administrative tasks are performed efficiently – taking direction from the Head of Partnerships and Projects when required.

Key tasks will include monitoring the Academic Partnerships and International Relations Office finances; managing and ensuring the operational efficiency of administrative processes to support the breadth of the Academic Partnerships team’s activities; organising and facilitating events and programmes to promote and encourage engagement with important partnerships (notably the Crick); and supporting societal engagement projects by developing communications materials, corresponding with staff and students, organising events and carrying out other project relevant tasks as appropriate.

### Key Responsibilities

#### Partnerships administration, project and event support (c.30%)

- To coordinate internal calls for participation in Crick programmes, such as the staff secondment programmes, networking fund, interest group membership, and PhD secondary supervision programme. This will include developing content for guidance documents; preparing website copy and communications materials; circulating call information; providing advice on eligibility for programmes and processes to be followed; collating applications; and corresponding with applicants and awardees.

- To act as secretariat to the internal Crick Advisory Group by preparing meeting agendas, drafting and compiling papers, taking minutes that accurately reflect complex discussions, and undertaking follow up actions as appropriate.

- To establish relationships with Partnership Managers at the Crick and other partner universities (UCL and King’s) to ensure operational efficiency of the partnership.

- To attend relevant partnership meetings, providing input to discussions around operational matters and deputising for the Head of Partnerships and Projects where required.

- To organise events to promote the Imperial Crick partnership and to encourage engagement with
Job Description

Crick programmes.

• To manage requests for events to be held at the Crick and to coordinate tours of the Crick for Imperial staff and students.

• To maintain the Imperial Crick webpages and support internal communications, including drafting copy for news stories and staff newsletters.

• To monitor relevant inboxes for the Crick partnership, responding to routine correspondence, giving advice on Crick programme applications and escalating queries where necessary.

• To provide support for the management of other key academic partnerships as required (for example, the partnership with Twig).

Societal engagement projects and event support (c.30%)

• To coordinate major events, including the AP team’s flagship annual societal engagement event.

• To organise and coordinate all aspects of the delivery of the College’s Engagement Day, including managing the event logistics in advance and on the day; coordinating content design and development; liaising with internal and external speakers, including senior internal stakeholders, external sector experts and leading keynote speakers; and communications to delegates.

• To coordinate enabling schemes for societal engagement (e.g. the societal engagement seed fund), by managing relevant web content, drafting copy for internal communications, collating applications, arranging and facilitating panel meetings, and organising the transfer of funds where relevant.

• To support training for societal engagement including the Engagement Academy and Masterclasses - including organising dates and venues, acting as first point of contact and corresponding with delegates, circulating information and collating feedback.

• To support visits from partner organisations and attendance at external societal engagement events.

• To support delivery of further societal engagement projects and events as relevant and appropriate.

Financial coordination of Academic Partnerships (AP) and International Relations Office (IRO) Budgets (c.20%)

• To process day to day finance tasks for the AP and IRO teams, by assuming purchasing and control buyer responsibilities including raising purchase orders and invoices; processing expense claims, Non Payroll Fees payments and casual worker payments; cancelling and topping up POs; completing journals and adding new suppliers.

• To accurately record and reconcile expenditure for the AP and IRO teams, highlighting and prioritising any issues for further investigation.

• To analyse financial data, preparing regular reports showing transactions and spend against budgets, to inform quarterly forecasts, to ensure budgets are adhered to, and to inform managers of any over/under spend.

• To coordinate year end processes and provide input for planning round submissions.

• To provide advice and guidance to staff on financial processes, answering any queries independently and exercising judgement in when to resolve issues independently and when to refer to line manager.
Support and administration for the Academic Partnerships team (c.20%)

- To produce, maintain and communicate administrative and office processes for the team and act as a point of reference to facilitate the smooth running of the busy AP office.
- To review office processes periodically, ensuring operational efficiency by highlighting issues and working with line manager to recommend improvements as required.
- To undertake training on College systems and processes, including HR support for TeamSeer, finance training and T4 website CMS training, to efficiently carry out administrative tasks and to share knowledge acquired with colleagues.
- To arrange team travel, registrations and accommodation for attendance at training and conferences both nationally and internationally.
- To coordinate updates of the AP risk register and maintain databases where appropriate.
- To organise room bookings and order catering for AP meetings and events.
- To organise events for the AP team, including presentations and social events.
- To arrange the purchase of equipment, stationery, courier services, and catering.
- To provide ad hoc support to the AP team and deputise for the Executive Assistant to the Associate Provost (Academic Partnerships), Vice President (International) in diary management when required.

Person Specification

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<tr>
<th>Requirements</th>
<th>Essential (E)/Desirable (D)</th>
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<tr>
<td>Candidates/post holders will be expected to demonstrate the following</td>
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<tr>
<td><strong>Education</strong></td>
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<td>Educated to a minimum of A level standard or equivalent and/or professional experience related to the work of this post;</td>
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<tr>
<td>Demonstrable experience of working at a similar level.</td>
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<tr>
<td><strong>Experience</strong></td>
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<td>A proactive mindset and a positive approach to work, capable of working both independently and as part of a team;</td>
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<td>Self-motivated and driven, able to resolve problems independently, but also flexible, cooperative and able to take direction;</td>
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<tr>
<td>Proven ability to develop efficient office management processes and to undertake administrative tasks (including purchasing, booking travel, hospitality, venues and catering);</td>
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<td>Experience of processing finance tasks and proactively monitoring budgets, analysing information and providing reports on spend against budget;</td>
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<td>Experience of drafting reports and correspondence from scratch;</td>
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<td>Experience of organising functions and events, including both managing logistics and supporting content design and development;</td>
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<td>A demonstrable desire to develop professionally and seek out opportunities for development.</td>
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<td>Experience of working in a higher education environment;</td>
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<td>Experience of using CMS systems to manage websites;</td>
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<td>Experience of preparing copy for communications materials;</td>
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<td>Experience of supporting and servicing committees.</td>
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Job Description

Knowledge

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<td>High level of IT literacy, including ability to use Word, Excel, PowerPoint, and Outlook to a high standard to produce presentations and project documentation;</td>
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<td>Understanding of the complexities involved in the management of sensitive and confidential information;</td>
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Skills & Abilities

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<td>Excellent English written and verbal communication skills, including the ability to correspond with diplomacy and tact with staff at all levels and colleagues from partner organisations;</td>
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<td>Excellent interpersonal skills and a high level of professionalism;</td>
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<td>Excellent organisational skills and an ability to prioritise workloads, work under pressure and meet tight deadlines;</td>
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<td>Excellent analytical abilities, including the ability to interrogate information and suggest solutions to problems;</td>
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Please note that 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 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
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

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.

March 2019