

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF BIOLOGY, MEDICINE & HEALTH
FACULTY OFFICE, RESEARCH STRATEGY & INNOVATION TEAM
PROJECT ADMINISTRATOR FOR GREATER MANCHESTER R&I ACCELERATOR AND
AI FOUNDRY
VACANCY REF: 016255

Salary: £23,754 to £26,715 per annum, depending on relevant experience

Hours: 35 hours per week

Duration: Fixed Term, starting as soon as possible until 30th June 2023

Location: Oxford Road, Manchester

Reports to: Interim Pankhurst Institute Operations Manager, Research Strategy and Innovation team with accountability to the Interim Director of the Pankhurst Institute and the Director of the Artificial Intelligence and Data Science Institute

Enquiries about the vacancy, shortlisting and interviews:

Contact: Ania Jolly, Interim Pankhurst Operations Manager and Strategic Funding manager, Research Strategy and Innovation team

Email: ania.jolly@manchester.ac.uk

Introduction

The University of Manchester was awarded two projects funded by the European Regional Development Fund (ERDF): the R&I Health Accelerator and the Greater Manchester (GM) AI Foundry.

The R&I Health Accelerator project is one component of an integrated programme 'R&I Health Accelerator' that will be managed jointly by The University of Manchester (UoM) with Health Innovation Manchester (HInM). The project will allow GM SMEs to work with UoM researchers to seek advice, co-develop ideas, and lead collaborative feasibility projects with access to significant University; and will build on an existing UoM portfolio of health innovation proof-of-concept projects, and the pool of expertise they represent, with a particular emphasis on digital and materials technologies.

The GM AI Foundry is a knowledge exchange project that will support the development and translation of AI research from a consortium made up of Manchester Metropolitan University, the University of Manchester, the University of Lancaster and the University of Salford to

help a range of small to medium sized enterprises (SMEs) in Greater Manchester in developing and growing their businesses.

A project administrator is required to work with both Project Managers (PMs) of the R&I Accelerator and GM AI Foundry to support the development of both projects and to provide administrative and finance support to the PMs in the completion of the University's commitments to the projects (see details below).

Job Description

The post holder will be responsible for providing day-to-day support for the PMs, assisting with project financial management and reporting, ensuring timely and accurate completion of timesheets, assisting with SME registration, and keeping records of event attendance.

Key Responsibilities, Accountabilities or Duties

- Provide day-to-day support to the PMs: including proactive diary management (printing meeting papers, providing weekly briefings and updates and highlighting any changes to the calendar as required and appropriate), handling of and prioritisation of actions for attention (including following up on emails and phone calls), organising meetings, and preparing documents.
- Provide comprehensive secretarial and administrative support for the key project meetings, groups and networks meetings, including the drafting of agendas, seeking workshop facilitators, producing high quality minutes and action records, monitoring the completion and progression of actions, in addition to arranging the logistical aspects of the meetings.
- Provide high level administrative and organisational support for the ERDF project team – including handling correspondence and overseeing complex diary management meeting scheduling, procurement, travel arrangements, expense claims etc.
- Act as first point of contact for enquiries to the project, taking the initiative in responding independently, or preparing regular responses, to a range of non-standard written and verbal communications received by the project team, including a range of material that is often highly confidential and sensitive in nature.
- Servicing networking events, committees and working groups established under the auspices of the project undertaking the role of committee secretary and producing agendas, meeting papers and minutes as required and following up meeting actions
- Maintain mailing lists and a database of contact details of key colleagues and professional contacts.
- Represent the University in attendance at regular project management and operational group meetings.
- Assist with project financial management and reporting, including monitoring expenditure for programmed events and project administration costs.
- Oversee timely and accurate completion of timesheets for the UoM staff attached to the project.

General

- Having an understanding of, and commitment to, promoting the University's policies and procedures to support and promote Equality & Diversity.
- Maintaining confidentiality of information in keeping with general data protection requirements and University policy.
- Complying with health and safety requirements, including having an awareness of personal responsibility to maintain a safe working environment.

Person specification

Essential:

- Educated to degree level (or equivalent)
- Experience of providing administrative support in a Higher Education setting
- Demonstrable Project support experience delivering projects to strict deadlines
- High level of ICT literacy, experience of using Microsoft packages such as Outlook, Word, Excel and PowerPoint
- Proficient numeracy skills with experience of financial record-keeping and reporting
- Strong verbal and written communication skills
- Highly developed inter-personal skills necessary to build and maintain effective working relationships with individuals at all levels, including a wide range of academic staff, industry stakeholders and the general public.
- Display initiative, efficiency and discretion in dealing with enquiries and problems
- Excellent time management skills and ability to work independently, organising, prioritising and taking personal responsibility for own work and deadlines
- Experience of servicing meetings
- Demonstrate accuracy and attention to detail

Desirable

- Familiarity with the requirements of European projects