

JOB DESCRIPTION

Job Title: Research Centre Administrator (Centre for Circular Design)

Accountable to: Research Centre Director

Contract Length: 0.5 FTE (permanent) with an additional 0.3FTE until 31st July 2021

Hours per week/FTE: 0.8FTE until 31st July 2021; 0.5FTE thereafter

Weeks per year: 52

Salary: £28,274 – £34,515 pa pro rata

Grade: 3

College/Service: Research Management and Administration (RMA)

Location: Postholder will be located at CCD (Chelsea Millbank)

Purpose of Role:

To provide administrative support for the Centre for Circular Design. This is an opportunity for a highly motivated individual to significantly contribute to the success of a UAL Research Centres and involving collaboration with academic, public sector and commercial partners, nationally and internationally.

Duties and Responsibilities

- To co-ordinate the general administration of the Centre for Circular Design and administer the Centre for Circular Design Budgets.
- To maintain files, records and financial accounts and other day-to-day matters of the Centre's administration.
- To assist with the drafting of Centre reports and plans and support the Centre's Director and core staff by dealing with enquiries, arranging meetings, booking travel, writing ad hoc letters and other administrative tasks.
- To assist with the administration of drafting funding bids.
- To support externally-funded research projects, including organising meetings, booking travel, and ordering materials.
- To create and maintain databases for the effective coordination of the Centre and liaise with Centre staff, partners and ad hoc participants across a wide range of international institutions and organisations.
- To support Centre activities and events including workshops, seminars, symposia, exhibitions, conferences, meetings etc. including arranging hospitality, room-booking, etc.
- To assist in the production of publicity and newsletters for Centre participants and wider audiences, to administer mail-outs to staff and external contacts as directed by the Centre Co-directors and to write copy for press.
- To report Research Centre data to the Research Management and Administration (RMA) department for University monitoring and external reporting.
- To assist in the maintenance and updating of the Centre website and social media accounts.
- To assist in the support of Centre postgraduate research students.
- To assist with gathering and collating evidence of research impact.
- To assist with committee servicing for the Centre, including setting agendas, producing papers, minute taking, briefing committee members, and following up actions.
- To be skilled in the use of Word, Excel and other application software in order to manage data, prepare high quality reports, schematics, presentations and correspondence on behalf of the Director and staff.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc.; with whom regular contact is required.

- Centre for Circular Design members and project staff; RMA Finance; Associate Dean of Research (Camberwell, Chelsea, Wimbledon); Project Managers of externally funded CCD projects.

Specific Management Responsibilities

Budgets: Research Centre Budgets, as directed.

Staff: None

Other (e.g. accommodation; equipment): None

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Research Centre Administrator (TFRC)

Grade: 3

Person Specification

Specialist Knowledge/ Qualifications	<p>Has a first degree in an arts based subject</p> <p>Is able to work independently without direct supervision, with an ability to clarify, plan and prioritise own work to achieve objectives to the standards expected, including working with others to achieve personal and centre objectives</p> <p>Ability to provide oral and written information clearly and concisely and is able to understand and explain specialist terms commonly used in fashion and sustainability</p> <p>Good understanding of textiles and design</p>
Relevant Experience	<p>Has experience organising and managing events, workshops and other activities</p> <p>Has experience of dealing with and communicating to a range of audiences</p> <p>Has experience in project support including data collection, finance processing, and disseminating information</p> <p>Experience with budget monitoring, including processing invoices and expenses claims</p> <p>Strong experience using MS Word/Outlook/Excel/PowerPoint, Photoshop /Illustrator/InDesign</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time.</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups.</p>

Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems