



1 Advertisement

Post Title: ESRC/AHRC IAA Administrator

School/department: University of Sussex Business School/ Innovation and Business Partnership Team

Hours: full time hours considered up to a maximum of 36.5 hours

Requests for flexible working options will be considered (subject to business need).

Contract: fixed term until 31/03/23.

Reference: Ref 9771

Salary: starting at £23,144 to £26,396 per annum, pro rata if part time

Placed on: 15 September 2022

Closing date: 06 October 2022 Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: ASAP

The ESRC/AHRC IAA Administrator will have general responsibility for the administrative support for a number of project activities and deliverables, including finance, fund management processes, funder reports, internal communications and diary management.

The IAAs, or Impact Acceleration Accounts, are dedicated funds that enable researchers in both the Social Sciences and Arts and Humanities to bring about positive changes in the wider world beyond academia.

As a team, we support researchers to undertake projects, as well as connecting researchers with external partners in a wide range of organisations to work on real-world challenges. These include Healthy ageing, Anti-modern slavery, Creative digital, and supporting the cultural economy post-Covid.

Building capability and capacity for this type of work across the University and bringing about culture change within the institution are key project deliverables. You will be part of the team undertaking this interesting, varied and exciting work and so be part of delivering positive benefits to communities drawing on Sussex research.

This job is offered for six months full time in the first instance, and then part-time from April 2023. This may be increased to full-time subject to funding (this will be known in December 2022).

Please contact Dr Lorna Hards, l.hards@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at [Innovation & Business Partnerships : People : ... : Research : Staff : University of Sussex/ University of Sussex Business School : University of Sussex/ School of Media, Arts and Humanities : University of Sussex](#)

3. Job Description

Job Description for the post of: ESRC/AHRC IAA Administrator

Department: Innovations and Business Partnerships Team

Section/Unit/School: Research and Enterprise

Location: Sussex Innovation Centre, Falmer campus

Grade: 4

Responsible to: Lorna Hards

Responsible for:

PRINCIPAL ACCOUNTABILITIES

1. Provide administrative support for the ESRC/AHRC IAAs and to team members
2. Within clear parameters to take responsibility for specific projects or areas of work

KEY RESPONSIBILITIES

- Working as part of a team and within the wider institution, act as first point of contact for the project, triaging messages. Respond to general enquiries, referring to others as appropriate more complex issues or ones that are outside of normal practice.
- Assist in producing and maintaining a number of sources of information on the website and produce social media content as directed
- Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff
- Follow administrative procedures, write new office procedures and set up new office systems
- Organise mailings for communication, training, and events, maintain mailing lists
- Compile agendas and draft minutes for project governance meetings
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables
- Provide diary management to the ESRC IAA Director

- Raise purchase orders and arrange payment of invoices on the Finance System
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education.
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manager own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Attention to detail and able to complete work to deadlines as required.
2. A self-starter able to work through institutional processes and problem solve in order to deliver IAA objectives.
3. Flexible and agile, able to work within an evolving project on a shifting programme of activities.

DESIRABLE CRITERIA

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.