1 Advertisement

Post Title: Administrator
School/department: Research and Enterprise Division
Hours: Full time or part time hours considered up to a maximum of 36.5 hours. Requests for flexible working options will be considered (subject to business need).
Hybrid working arrangements apply.
Location: Brighton, United Kingdom
Contract: Permanent
Reference: 9910
Salary: starting at £23,144 to £26,396 per annum, pro rata if part time
Placed on: 09 December 2022
Closing date: 16 January 2023  Applications must be received by midnight of the closing date.
Expected Interview date: to be confirmed
Expected start date: 01 February 2023

This is an exciting opportunity to work with a new and dynamic team to help academics translate their research into tangible commercial partnerships and stand-alone businesses. The work of the team ranges from supporting the application of new medical discoveries to creative and cultural initiatives.

Team work, building strong relationships and networks with companies and public sector organisations across the region and beyond will be a daily part of this role, which will be focussed on managing the key administrative needs of the team and making sure the office functions smoothly and colleagues are able to perform at their best. We are looking for an energetic and outgoing person who is keen to make their mark!

Some of the benefits of working at Sussex are outlined on the this page Working at Sussex : Jobs : About us : University of Sussex

Please contact Sue Baxter at sue.baxter@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.

Please note: The University requires that work undertaken for the University is performed from the UK.
2. **The School / Division**

Please find further information regarding the school/division at [www.sussex.ac.uk/collaborate/](http://www.sussex.ac.uk/collaborate/)

3. **Job Description**

Job Description for the post of: ADMINISTRATOR

**Department:** Innovation & Business Partnerships  
**Section/Unit/School:** Research & Enterprise Division  
**Location:** Sussex Innovation Centre, Science Park Road, Brighton BN1 9SB  
**Grade:** 4

**Responsible to:** Senior Knowledge Exchange Initiatives Manager  
**Responsible for:** n/a

This role will have general responsibility for the administrative support for a number of departmental functions including meetings management, procurement, office management and IT, HR systems and finance record keeping.

**PRINCIPAL ACCOUNTABILITIES**

1. Provide administrative and clerical support to the Innovation & Business Partnerships staff  
2. Within clear parameters to take responsibility for specific projects or areas of work.

**KEY RESPONSIBILITIES**

1. Respond to general enquiries interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.  
2. Monitor enquiries from the website and ensuring they are acted on promptly and records maintained on outcomes  
3. Assist in producing and maintaining a number of sources of information on the website and in publication  
4. Make administrative arrangements for meetings, training and events - including room booking, catering, travel and accommodation arrangements for staff, prioritising support for the Director  
5. Implement administrative procedures, write new office procedures and set up and maintain new office systems  
6. Organise mailings for communication, training, and events, maintain accurate and up to date mailing lists  
7. Compile agendas and draft minutes for team meetings  
8. Create and maintain spreadsheets and other data tables on office budgets and staff related issues
9. Maintain office HR systems (incl tracking and reporting on staff absences; training requirements) and assist with staff recruitment and induction of new staff (eg prepare standard communication; collate applications and compile interview schedules; coordinate the induction of new starters so that all security passes and laptops are set up with correct software for the new starter on day 1)

10. Raise purchase orders and arrange payment of invoices on the Finance System

11. Manage the office premises and facilities – ensuring the office is presented in the best possible way for both staff and visitors - and liaise with suppliers

12. 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.
- This role supports the achievement of the team’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.
- This role promotes 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 duties 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 manage own workload – including proficiency in Microsoft Office applications including Word, PowerPoint, Excel, Teams and One Drive
6. Willingness to learn new software and act as Team administrator in such software offering system training to new and existing team members

**DESIRABLE CRITERIA**

1. Two years’ experience working in a university or similar environment providing support to a professional team to deliver their purpose
2. Experience of managing the onboarding of staff to ensure new staff members are set up for success with appropriate induction planned and tools to do the job (laptop set up with appropriate software licences loaded
3. Familiarity with HubSpot or similar Customer Relationship Management software
4. The ability to determine which emails, reports, telephone calls, etc. need to be escalated and which do not
5. The ability to build relationships at all levels across the University and with external contacts