

Westlakes Research Limited Project Officer and Administrator – Research and Knowledge Exchange Service – Grade E

Job Description

Purpose

To provide operational administrative support to the Research Cluster and the Trustees of Westlakes Research Limited.

Duties

1. Co-ordinate the joint meetings between the Research Cluster and the Westlakes Research Limited (WRL) Board which include (but not be limited to) drafting, finalising and issuing agendas, arranging the logistics (room bookings, refreshments, parking, technology) for meetings, taking and archiving notes from meetings, and overseeing any follow up action points from the meetings.
2. Support the WRL Board Trustees with any administrative actions required.
3. Provide administrative support to the Research Cluster which may involve arranging meetings and supporting events.
4. Oversee and update the website, including collating of contacts and projects in the Activity and Monitoring table from theme leads.
5. Act as a point of contact and receive any queries via telephone, email, letter or other relating to WRL and liaise with the appropriate WRL Trustee as needed.
6. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience, with special reference to the postgraduate research students who are part of the Westlakes Research Cluster.
7. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Significant demonstrable experience of current administrative/clerical practices (Application/Interview).
- A-levels or equivalent experiential learning (Application).
- Excellent written and verbal communication skills (Application/Interview).

- Strong IT skills including experience of using Microsoft Office applications (Application/Interview).
- Ability to ensure work is carried out effectively to deadlines (Application/Interview).
- Excellent attention to detail (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of updating websites (Application/Interview)
- Experience of using databases to manage information (Application/Interview)