

## Job Description

### Knowledge Transfer Partnership Administrator

<b>Salary:</b>	Grade 4
<b>Contract:</b>	Full time, ongoing
<b>Location:</b>	Canterbury Campus
<b>Responsible to:</b>	Research and Innovation Support Manager (Enterprise and Commercialisation)
<b>Responsible for:</b>	Substantial administrative assistance for Knowledge Transfer Partnerships; financial and procurement-related support (including equipment)
<b>Job family:</b>	Administrative, professional and managerial

#### Job purpose

The role is part of the Research and Innovation Support (RIS) central delivery team and provides the full range of pre- and post-award administration for Knowledge Transfer Partnership (KTP) projects. The role holder is expected to liaise with a range of internal and external stakeholders including academic staff, Innovate UK KTP Advisors, industrial partners, KTP Associates on projects and other members of the RIS team.

The Knowledge Transfer Partnership Administrator also provides professional support for the RIS directorate. Typical duties include supporting the Finance Officer with all procurement-related activity, supporting directorate staff through the procurement of new IT equipment and acting as a first point of call for RIS staff experiencing technical issues.

#### Key accountabilities

- Provide administrative support to the Senior Knowledge Transfer Partnership Officer for pre-award activity for KTP projects including gathering necessary data for the preparation of funding proposals, communicating with partners, organising meetings, arranging travel and taking written records of meetings.
- Delivery of post-award support for the University portfolio of KTP projects including acting as a point of contact for partners, supporting the recruitment process for KTP Associates, monitoring project finances, liaising with other Professional Service Departments including Finance to ensure the smooth-running of projects and contributing to project reports as required.
- Organise and attend Local Management Committee (LMC) meetings for each KTP project, prepare meeting papers, minute meetings and organise travel for RIS colleagues.
- Administer a range of transactional financial processes to ensure that RIS' financial administration meets University regulations including raising purchase orders, confirming receipt of goods, processing journal transfers and payments using Agresso (the University's finance package). The RIS Finance Officer will provide oversight, direction and training for this work.

- Provide administrative support for RIS including maintaining office supplies, re-ordering supplies as required, organising RIS meetings and events, fault reporting and supporting the RIS leadership team in creating induction schedules for new staff.
- Ensure that all RIS staff have appropriate IT equipment, assist new staff members with the set-up of their workstations and trouble-shooting IT issues including escalating issues to the IT Helpdesk as required.

## Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Maintaining accuracy when dealing with financial and non-financial KTP project data. Able to spot discrepancies and resolve where possible, knowing when to escalate to the Senior KTP Officer.
- Understand the priorities and requirements of supporting external, business-facing events. This requires significant support to ensure the events run smoothly and provide a good impression of the University.
- Ability to develop a good understanding of the University's financial and procurement procedures quickly to enable them to respond to a wide range of enquiries and to ensure that financial transactions are carried out correctly.

## Facts & figures

N/A

## Internal & external relationships

**Internal:** All members of the RIS Directorate, other Professional Service Departments including Information Services, Estates, Human Resources, and Finance, Principal Investigators of KTP projects.

**External:** External partners involved in KTP projects, funding bodies (Innovate UK), suppliers, contractors, travel organisations, visitors.

## Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Repetitive limb movements
- Regular use of Screen Display Equipment
- Pressure to meet important deadlines such as might be inherent in high profile projects
- There may be a requirement to work evenings and weekends

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

**Essential Criteria:**

- Educated to A-level or equivalent with GCSE English and Maths (A)
- Experience of supporting multiple teams in a busy office environment (A, I)
- Good IT skills and particularly Microsoft Word, Excel and Outlook (A, I)
- Excellent and demonstrable numeracy skills (A, I)
- High levels of accuracy and attention to detail (I, T)
- Experience of servicing meetings, collation of meeting papers and distribution of post meeting documentation (A, I)
- Confident and polite, with excellent interpersonal and communication skills and ability to work with colleagues at all levels (I)
- Highly motivated and hard-working, with the ability to work as part of a team as well as autonomously when required (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role (I)

**Desirable Criteria:**

- Knowledge of accounting practices (A)
- Knowledge of Agresso Business World Financial Suite and reporting tools or similar financial package (A)
- Knowledge and understanding of working in a customer-oriented environment (A)
- Experience working efficiently and calmly in a pressurised environment, including multitasking (I)

*Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage*