

**Description and Person Specification**  
**Professional & Administrative staff.**

**Role title:** Knowledge Exchange and Research Administrative Assistant

**Service:** Innovation Industry and Enterprise

**Pay Band:** C

**Reports to:** Head of Knowledge Exchange and Research

**Purpose of Role:**

To support research activities through the management of administrative processes and facilitation of communication within an academic department in the university, with external key stakeholders and funding bodies.

To ensure the efficient operation of an academic unit, contributing to the success of research initiatives

• **Responsibilities**

- Manage the administrative processes and workflows related to knowledge exchange and research projects, grants, and funding applications
- Coordinate the preparation and submission of research proposals, grant applications, and progress reports to funding bodies
- Maintain accurate and up-to-date records of research activities, budgets, and expenditures
- Provide administrative support for the organization of knowledge exchange and research-related events, conferences, and meetings
- Facilitate effective communication between the academic departments, external research partners, and funding agencies

**Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):**

Head of Knowledge Exchange  
 Head of Partnerships  
 Deputy Director  
 Strategic and Academic Development and Post Graduate Studies  
 Director of Academic Services  
 Course Leaders  
 Finance  
 Registry and Student Services  
 Quality  
 People and Culture  
 Marketing

**Resources Managed Budgets:**

- Project budgets

	Essential	Desirable
<p><b><u>Core Personal Skills</u></b></p> <ul style="list-style-type: none"> <li>• A degree in relevant discipline</li> <li>• Administrative experience in both educational or industry setting.</li> <li>• Membership of relevant chartered/professional bodies</li> <li>• Strong organizational and time management skills to juggle multiple tasks and deadlines</li> <li>• Excellent written and verbal communication skills to effectively liaise with researchers, funding bodies, and stakeholders</li> <li>• Attention to detail and analytical skills to ensure accurate record-keeping and reporting</li> <li>• Problem-solving and critical thinking abilities to identify and address administrative challenges</li> <li>• Adaptability and flexibility to navigate changing research environments and priorities</li> <li>• Collaborative mindset to work effectively with cross-functional teams</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

<p><b>Essential skills needed</b></p> <ul style="list-style-type: none"> <li>• Strong IT Skills: Proficiency in using online project management tools and awareness of IT systems</li> <li>• Research Project Management: Ability to manage research and knowledge exchange budgets, as well as manage research projects</li> <li>• Strategic Oversight: Experience in preparing reports, and support allocation of resources</li> <li>• Report Preparation and Analysis: Capability to provide periodic reports against annual institutional Key Performance Indicators associated with knowledge exchange and research</li> <li>• Data Analysis and Evaluation: Proficiency in conducting data analysis and evaluation of research and knowledge exchange activities to assess their impact. Knowledge and experience of Microsoft products and DTP packages</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	


## **Our Values**

**Be creative.** We provide a provocative, dynamic learning environment where students are challenged to become visionary professionals of the future.

**Be inclusive.** We value a rich and sustained engagement with our industry partners.

**Be integrated with industry.** We take pride in a culture that anticipates, supports, and celebrates equality of opportunity.