



East of Scotland KTP Centre Administrator



ROLE DESCRIPTION

GRADE

Grade 4

LOCATION

Merchiston Campus
Edinburgh Napier
University

LINE MANAGER

KTP Centre Manager

ROLE SUMMARY

The East of Scotland KTP Centre is a collaboration between 6 member universities (Universities of Edinburgh, Stirling & St Andrews; and Edinburgh Napier, Queen Margaret and Heriot Watt Universities) to raise awareness and facilitate the establishment of new Knowledge Transfer Partnerships.

The role of the Centre Administrator is to provide administrative support for the Centre operations and in relation to the facilitation, promotion, processing and monitoring of the KTP programmes on behalf of all six of the KTP Centre's partner universities

You will be employed by the Edinburgh Napier University and the KTP office is located at the Merchiston Campus (Hybrid working optional) Occasional travel to other member universities and KTP company locations will be required.

The post holder will have relevant demonstrable experience in administration of projects, financial administration or project accounting. Numerate, with excellent IT skills, including use of Excel and Access and competence with Word and PowerPoint whilst also having strong attention to detail, and good interpersonal skills.

Excellent interpersonal skills and experience are required, to be able to communicate effectively at all levels, in both the HEI partners and industry,

MAIN DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE SUPPORT FOR THE CENTRE

- Maintain Centre's project activity and financial databases and report information and statistics as required by Centre Manager
- From the financial database/excel spreadsheet, issue invoices as required, prepare budget and account statements, deal with any queries, notify Centre Manager of trends / problems as they arise and liaise with Napier's finance department to rectify queries as they arise.
- Provide admin support for Supervisory and Advisory Board meetings
- Office management in relation to promotional material and office supplies
- Act as first point of contact for the Centre by answering telephone calls, dealing with enquiries, taking messages and forwarding calls to appropriate members of staff.
- Any other relevant duties as may be required by the Centre Manager in the delivery of the Centre's objectives.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.

KTP PROJECT ADMINISTRATION, RELATIONSHIP MONITORING & REPORTING

- Upon KTP award, co-ordinate recruitment of KTP Associate, involving drafting specifications and placing adverts within appropriate timescales.
- Monitor progress and provide guidance with regard to; KTP registration, welcoming of KTP associate.
- Log information in a programme schedule database, keeping abreast of key dates for each programme / any issues that require following up.
- LMC meeting scheduling, circulation of papers, clerking and dissemination.
- Provide guidance and support on project financial administration with member university research finance.
- Provide guidance to member universities on post award administration of KTP .

PROMOTION AND MARKETING OF KTP PROGRAMME

- Maintain the Centre website through updating of KTP programme details and other relevant material.
- Organise annual Associate Seminar as part of KTP Scotland series.
- Assistance with any other KTP promotional initiatives within academic departments across the 6 represented Universities.
- Liaise with our main contractors with regard to case study development and relevant PR opportunities.

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

EDUCATION / QUALIFICATIONS

- Education to degree level



SKILLS / EXPERIENCE

- Demonstrable experience of having provided administrative support to multiple projects.



- Demonstrable experience in financial administration or project accounting



- Experience of financial administration of research projects in a Higher Education or Research Institute



- Experience of Committee servicing including minute taking



- Experience of developing policies and procedures for financial or administrative



- Detailed understanding of KTPs especially administrative requirements



- Work experience in both academic and company environments



- Experience in marketing or promotion



- Numerate



- Excellent spreadsheet skills, including use of Excel at advanced level and competence with Word and PowerPoint.



- Experience of large accounting software (eg Aggresso) and report writers



- Ability to work accurately and to tight deadlines



- Good oral and written communication skills



- Ability to work on own initiative



- Good team working



- Influencing skills



- You will need a full valid UK driving license and access to transport as travel between campuses and to companies is required.



