THE POST

College/Service: Research Services
Post: Project Administrator
Reference No: R57305
Grade: D
Reporting To: Research Development Manager (EU & International) and Professor Maria Fusaro (Principle Investigator)
Responsible For: N/A

The above part-time (20% fte) post is available from 29 January 2018 to 30 June 2022 in the Research Services Directorate.

Job Description

Main purpose of the job:

The role will involve project administration for the AveTransRisk project (Average - Transaction Costs and Risk Management during the First Globalization (Sixteenth-Eighteenth Centuries). The project, funded by the European Research Council, is focused on the investigation of the legal and economic development of General Averages comparatively across Europe, and will be led by Professor Maria Fusaro.

The post holder will provide Administrative support to the PI and her research team including travel bookings, event organisation, expenses processing, budgetary support and grant record keeping. The successful candidate will have excellent administration and organisational skills, and prior experience of providing administrative and PA support. The ability to prioritise a demanding workload and to work independently is crucial.

Main duties and accountabilities:

- To work independently in a busy environment that will involve prioritisation of tasks, decision making, planning and managing the AveTransRisk project.
- To be a key contact point for internal and external enquirers seeking information about the project. The post holder will be required to respond promptly and efficiently in a friendly and professional manner. Keeping others informed as necessary.
- To arrange meetings, making the necessary arrangements for diary confirmations, room bookings and video conference bookings where necessary. This will involve preparing and circulating papers and at times taking minutes.
- To make travel bookings using the appropriate booking systems and processes whilst ensuring value for money and appropriateness of any suggested arrangements. Making conference registrations and arranging travel advances as necessary.
- To work with Research Services to monitor the research income and expenditure in accordance with University and sponsor rules, regulations and policy.
- To provide budgetary support, guidance and advice to the project team to ensure that the funding is managed properly, seeking advice from Research Services as required.
To ensure the University procedures and regulations are followed, (e.g procurement), ensure requisitions or purchase orders are requested prior to expenditure being incurred.

To administer expense claims of project team members, and those of external participants who contribute to the project.

To maintain accurate research grant records for reporting purposes.

To liaise regularly with project partners and organisations interested in the development and outputs of the project.

To carry out regular updates to the project website, with input from the project team.

To liaise with the Human Resources team, providing leave forms/templates to all University project staff, monitoring sickness and ensuring appropriate reports with the necessary evidence are completed and forwarded in a timely manner.

To work flexibly, attending meetings and events as required.

In the event of the Principal Investigator being unavailable, using his/her initiative to handle queries or identify other colleagues to deal with urgent matters.

On behalf of the Project, liaise with University services to ensure the project has the necessary support eg IT Services, Procurement, HR etc.

To positively support equality of opportunity and equity of treatment to all those with whom the role holder is in contact in accordance with the College and Universities Equality and Diversity Policies.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

**Person Specification**

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<th>Competency</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Attainments/Qualifications</td>
<td>Good standard of English and Maths to GCSE level or equivalent</td>
<td>A’ Levels or equivalent</td>
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<td>Skills and Understanding</td>
<td>Highly competent in all Microsoft Office applications</td>
<td>Ability to work effectively with different categories and levels of staff and to empathise with their needs/requirements</td>
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<td>Proven abilities in event organisation &amp; management</td>
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<td>Good communicator who is organised with attention to detail</td>
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<td>Ability to communicate information in a clear and positive manner ensuring understanding by recipients</td>
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<td>Ability to prioritise a demanding workload with good time management skills</td>
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<td>Friendly demeanour and enabling style, whilst meticulous on process compliance</td>
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<td>Ability to work on own initiative without daily supervision</td>
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<td>A flexible approach to work and a good team player who finds solutions</td>
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<td>Capable of observing strict confidentiality</td>
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<p>| Prior Experience            | Experience of working in a busy office, providing PA Support and administering complex functions | Familiarity with Higher Education administrative Systems                   |</p>
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<th>Experience of dealing with people from a wide range of cultural backgrounds</th>
<th>Experience of working in an HE or a research environment</th>
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<td>Experienced at arranging and taking minutes of meetings</td>
<td>Experience of supporting EU funded projects</td>
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**Behavioural Characteristics**
- A flexible attitude to work
- To have a proactive, positive approach
- Ability to present a professional image of the University at all times

**Circumstances**

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**Terms & Conditions**
Our Terms and Conditions of Employment can be viewed [here](#).

**Further Information**
Please see our [website](#) for further information on working at the University of Exeter.