

Job Title:	PA and Office Administrator (Maternity Cover)
Department/Division/Faculty:	UK Energy Research Centre, Faculty of Engineering
Campus location:	South Kensington
Job Family/Level:	Professional, Technical and Operational Services, Level 3a £30,770 - £36,009
Responsible to:	Director of UKERC and Operations Manager
Line Management responsibility for:	(Supervision) Office Administrator
Key Working Relationships (internal):	Director of UKERC, Operations Manager, UKERC HQ, UKERC Advisory Board, UKERC Co-Directors', Project Leaders, Project Partners. Finance, Human Resources staff and other key administrative staff throughout the Imperial College,
Key Working Relationships (external):	Research Councils, Project Leaders, Project Partners, Industry leaders
Contract type:	Until 30 April 2019

About UKERC

The UK Energy Research Centre (UKERC) carries out world-class research into sustainable future energy systems. UKERC acts a focal point for UK energy research and a gateway between the UK and the international energy research communities. Our interdisciplinary, whole systems research informs UK policy development and strategies of public, private and third sector organisations.

UKERC is funded by UK Research and Innovation Energy Programme and reports to a Funders Group convened by UKRI and is advised by an independent Advisory Board.

The UK Energy Research Centre is a distributed organisation with a HQ hosted by Imperial College and a research programme conducted at several leading academic centres within the UK. Additionally, it is a networking centre to coordinate UK academic research and links with industry, as well as being the focus for the UK's participation in international collaboration with similar national programmes.

It is funded as a central part of the Research Council's UK Energy Programme and is currently in its 3rd phase which ends in April 2019.

Purpose of the Post

To provide a high level administrative and PA services to the Director of UKERC

To provide a high level of administrative support to the UKERC HQ team

To be the first point of contact for enquiries

To ensure smooth management of the UKERC HQ Office

To provide supervision of the Office Administrator

To undertake any other ad hoc duties broadly in line with key responsibilities, as requested by the Director or Operations Manager (OM)

Key Responsibilities

PA duties

- To be proactive in providing the full range of PA services to the Director, including maintaining their diary, organising meetings, arranging lunches, and events.
- To be the first point of contact and to respond appropriately to and manage all aspects of the Director's internal and external communication, including telephone calls, post and emails.
- To answer routine queries on behalf of the Director, referring matters on as appropriate.
- To organise committees, interviews and meetings, including arranging room bookings, audio-visual equipment and catering, as required.
- To prepare agendas and take minutes at committees and meetings, as required.
- To handle confidential and sensitive information discretely and professionally.

- To organise and coordinate necessary travel arrangements as required by the Director.
- † Any other ad_hoc request as required by the Director.

UKERC Administration (HR/Finance/ General /Premises)

- To co-ordinate and manage Human Resources administration for UKERC, which includes but is not limited to; liaising with the Faculty HR team to recruit new staff, new staff inductions, extensions and changes, and other HR related issues.
- To organise (with OM) all aspects of the annual appraisal process (PRDP) for all academic and research staff.
- To manage the Leave of Absence process for all academic and research staff
- To act as TeamSeer Administrator, managing the information held in the College availability and absence system (with OM).
- To co-ordinate and manage Finance administration including ordering of goods and services – raising POs, invoices, and online journals.
- To provide support to the OM on budget tracking and small to medium scale contracts.
- To support, as appropriate and necessary, the OM, network managers, and the research associate.
- To liaise with the Estates team to ensure that any defects are reported, and repairs carried out in a timely manner.
- To manage the organisation of internal UKERC meetings including both technical and occasional advisory board and general meetings.
- To manage the organisation of the UKERC conferences, including the Annual Assembly, two General Meetings, the UKERC Academic conference and any other event organised by UKERC HQ.
- To comply with relevant college policies, including financial regulations, equal opportunities policy, promoting race equality policy, health and safety policy, information systems security policy and intellectual property rights and register of interest policies.

Person Specification	
Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following:	
Education	
An appropriate academic qualification, equivalent vocational qualification and experience in a similar role	E
Educated to degree level, preferably in Business Management	D
Experience	
Substantial experience in a similar or related Personal Assistant type role, demonstrating development through involvement in a series of progressively more demanding roles	E
Previous experience of working in the higher education sector	E
Experience of Human Resources policies and procedures	D
Experience of Financial Systems	D
Experience of dealing with a variety of professionals and staff at all levels	E
Evidence of excellent planning and organisational skills	E
Experience of arranging and managing events	E
Knowledge	
A sound working knowledge of Windows-based software (Microsoft Word, Outlook).	E
Knowledge of computer presentation programmes, spreadsheet, database and management information packages, such as PowerPoint, Excel, Access, SharePoint and Oracle (training will be given if necessary).	E
Skills & Abilities	
Excellent secretarial skills, including minute taking and proof reading	E
Proven ability to establish and maintain administrative systems to ensure efficient and	E

effective running of an office	
Excellent communication and interpersonal skills, and the ability to deal with a wide range of people, at all levels, with confidence	E
Ability to maintain confidentiality of private and/or sensitive information	E
Ability to demonstrate a high degree of tact and diplomacy	E
Ability to work under pressure whilst maintaining a high degree of accuracy	E
Proven problem-solving skills	E
Ability to work independently and as part of a team, as required	E
Ability to work in an environment where there are continual interruptions	E

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

- 1) Champion a positive approach to change and opportunity
- 2) Encourage inclusive participation and eliminate discrimination
- 3) Communicate regularly and effectively within and across teams
- 4) Consider the thoughts and expectations of others
- 5) Deliver positive outcomes
- 6) Develop and grow skills and expertise
- 7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/>

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff involved with this work show due consideration at every level.

<http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/>

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.