Grow MedTech & Business Development Team Administrator

Research & Enterprise

Closing date: 19 September 2018
Interview date: 8 October 2018
Vacancy reference: 6977
The Grow MedTech Programme, funded by HEFCE, will work closely with academics, companies and clinicians to enable more exciting med-tech opportunities developed by universities and companies to progress to commercial propositions. It will be delivered by a consortium of Universities in the Leeds and Sheffield City regions with unique strengths in medical technologies (Leeds, Bradford, Leeds Beckett, Huddersfield, York and Sheffield Hallam) working in partnership with companies.

Each partner university has a Technology Innovation Manager and they work together with the rest of the team of innovation specialist across the partnership for the benefit of the whole consortium and for the med-tech sector.

The post holder will work with the Technology Innovation Manager at York and the Business Development Manager for Medical Sciences in Research and Enterprise, providing support for the Grow MedTech Programme and related programmes for pump priming and commercialisation funded by MRC Confidence in Concept (CiC), BBSRC Impact Accelerator Account (IAA) and through the York Centre for Future Health.

The post holder will play a key role in helping the Technology Innovation Manager to deliver an exciting programme of activities across the University by providing effective administrative support, including diary management, organisation of workshops and seminars to support knowledge exchange, monitoring and recording calls for funding. This will include assisting with the process of advertising opportunities, receiving and logging applications, preparing for selection panel meetings and tracking funding and project outcomes post-award.

This is an exciting opportunity to join the Business Development team within Research & Enterprise and make a contribution to the delivery of the University’s Strategy.
# JOB DESCRIPTION

**Main purpose of the role**

To carry out a range of administrative processes in order to facilitate the smooth running of an administrative service for a Department or Service.

**Key responsibilities**

(Role holders will be required to undertake some or all of the duties below)

- Provide effective and efficient administrative/secretarial support to senior colleagues, including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel or events such as workshops or meetings.

- Under the supervision of the Technology Innovation Manager, assist in the preparation of information on funding calls, receiving applications, notifying applicants of outcomes, monitoring spend against budgets, requesting final reports, maintaining records on finances and project outputs, ensuring the timely dissemination of information to the consortium and other partners.

- Apply a good working knowledge of departmental/service administrative systems to answer queries and resolve problems from colleagues and external customers.

- Assist in organising external meetings, events, workshops and panel meetings.

- Assist the Technology Innovation Manager with booking travel and accommodation, acting as a point of contact and arranging internal panels and meetings.

- Contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.

- Monitor income/expenditure against a service-related budget; manage and maintain a relational database(s).

- Analyse, manipulate and interpret information in order to compile detailed summary reports and communications.

- Maintain the project website/webpages and update content as required.

- Produce departmental/service-related documentation using different media, e.g. newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, etc.

- Process invoices and orders, making effective use of departmental/university financial administrative process as required.

- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder.

## At a glance

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<thead>
<tr>
<th></th>
<th>Grade 4—£21,414-£24,771 a year</th>
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<tbody>
<tr>
<td><strong>Salary</strong></td>
<td>Full-time—37 hours a week</td>
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<tr>
<td><strong>Hours of work</strong></td>
<td>Fixed-term—until 31 March 2021</td>
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<tr>
<td><strong>Contract type</strong></td>
<td>Heslington Campus East</td>
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**Based at**

Heslington Campus East
**PERSON SPECIFICATION**

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<td>Computer literacy qualification</td>
<td>Desirable</td>
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**Knowledge**

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<th>Essential / Desirable</th>
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<tr>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Knowledge of a full range of MS office applications particularly Word, Excel, PowerPoint and on-line media</td>
<td>Essential</td>
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<tr>
<td>Knowledge of office accounting processes</td>
<td>Essential</td>
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<tr>
<td>Knowledge of University systems and processes</td>
<td>Desirable</td>
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<tr>
<td>Knowledge of google mail and google calendar</td>
<td>Desirable</td>
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**Skills, abilities and competencies**

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<th>Essential / Desirable</th>
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<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, PowerPoint and the ability to create and maintain web pages and online media</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<td>Ability to use initiative to resolve queries and improve processes</td>
<td>Essential</td>
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<tr>
<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
<td>Essential</td>
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<tr>
<td>Numeracy and literacy skills with the ability to monitor expenditure against a financial account / budget and to maintain accurate records.</td>
<td>Essential</td>
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<tr>
<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<tr>
<td>Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences</td>
<td>Essential</td>
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<tr>
<td>Ability to monitor income and expenditure against a budget, and maintain accurate records</td>
<td>Essential</td>
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<tr>
<td>The ability to create &amp; maintain web pages and online media</td>
<td>Essential</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
<td>Essential</td>
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# PERSON SPECIFICATION

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<thead>
<tr>
<th>Experience</th>
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<tr>
<td>Experience of working in an administrative role in a busy office, within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<tr>
<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<tr>
<td>Experience of preparing documents for meetings, including agendas and minutes</td>
<td>Essential</td>
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<tr>
<td>Experience of providing an excellent standard of customer service, via email, in person and over the telephone</td>
<td>Essential</td>
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<tr>
<td>Experience of writing and editing web pages using a content management system</td>
<td>Desirable</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Demonstrable high attention to detail and desire to see tasks completed accurately and on time</td>
<td>Essential</td>
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<td>Able to work as a member of a team and to form positive working relationships with colleagues and relevant external contacts.</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<tr>
<td>Ability to use own initiative even when the immediate solution to a problem or task may not be apparent</td>
<td>Essential</td>
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<tr>
<td>Ability to exercise tact and diplomacy</td>
<td>Essential</td>
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The Research & Enterprise Directorate is responsible for the central management of the University’s activities and strategy in research and knowledge exchange, and for providing comprehensive support to academic departments in their research and impact activities. Its primary purpose is to mobilise the University’s research and knowledge base in pursuit of excellence and financial sustainability, and to ensure that its research skills, knowledge and know-how benefit external users. In an environment of high competition for research funding and rapid change in funder expectations of Higher Education institutions, the Directorate leads operational change management in order to ensure that the University of York remains competitive and successful in research and knowledge transfer.

Research and Enterprise objectives

- To provide an environment for research that maximises research excellence and its social and economic impact, and promotes staff recruitment and retention
- To help academic departments increase the volume of their research and knowledge exchange income
- To manage efficiently the administration of grants and contracts
- To manage and assist the governance of University level procedures around research and enterprise
- To manage the reporting and control framework to support all the University’s research grant activities
- To develop income-generating relationships between the University and external partners including businesses
- To increase the volume and quality of the University’s Continuing Professional Development offering
- To support the University’s role in regional economic development
- To foster a culture of societal impact and enterprise amongst staff

Services provided

- Pre-award support for application development and submission
- Research related contract/agreement review, drafting and negotiation
- Financial administration of the University research grant and contract portfolio, including responsibility for claims
THE DEPARTMENT

- Development and support for University-wide policies and systems for managing and reporting on research and knowledge exchange activities
- Training and guidance for academic and support staff and students involved with research
- Promoting and marketing the University’s research base and its technical facilities to external organisations
- Developing financially beneficial research links with public and private sector bodies
- Working with external partners to create sustainable enterprises through knowledge transfer, innovation and collaboration
- Protection and exploitation of the University’s intellectual property
- Acting as the University’s key point of contact with regional and national agencies involved in economic development
- Supporting the development and administration of Continuing Professional Development programmes for business, public and third sector employees
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6977
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 19 September 2018

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Dr Geoff Whiteley on (01904) 321129 or geoff.whiteley@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835