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**Job Description**

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| **Job title:** | Institute Administrator |
| **Department/Faculty:** | Bath Institute for Mathematical Innovation (IMI) |
| **Responsible to:** | Institute Coordinator |
| **Grade:** | 5 |
| **Location:** | Bath Institute for Mathematical Innovation |

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| **Purpose of the job:** |
| The Bath Institute for Mathematical Innovation, established in early 2015, combines data analysis with statistical and mathematical modelling to help turn data into good decisions www.bath.ac.uk/imi. Working across disciplines and sectors, IMI’s work addresses challenges in mathematics and its applications and translates fundamental insight into economic and societal impact. IMI also hosts the EU-funded COST Action, Mathematics for Industry Network (MI-NET), comprising members from over 30 countries https://mi-network.org/.  This busy and wide-ranging role will involve administrative support for all IMI activities, including project delivery, finance, event organisation, diary management, and maintaining a comprehensive filing system and electronic database.  The Administrator will work closely with members of the Institute and with relevant Faculty and central departments. |

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| **Source and nature of management provided** |
| Responsible to the Manager of the Institute, reporting through the Institute Coordinator |

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| **Staff management responsibility** |
| None |

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| **Duties and Responsibilities:** | |
| **1** | **General**   1. To act as the first point of contact for all Institute enquiries. 2. To maintain a comprehensive filing system and electronic database of all IMI projects, programmes, and meetings, ensuring that all items are readily accessible. 3. To maintain and update accurate contact records and mailing lists, inputting data as required. 4. Sorting and prioritising incoming post and email to shared inboxes. Fielding enquiries to the relevant people and responding to incoming mail in a professional and customer-focused manner. 5. To assist with the preparation of documents, presentations, briefing, and publicity materials related to the Institute. 6. To assist the Director, Deputy Directors, Manager, and IMI Team in the execution of their duties. 7. Co-ordinate all administrative tasks in the office, to include dealing with enquiries, maintaining supplies of routine office materials (stationery and consumables), catering requests, room bookings, photocopying, liaison with Security/Estates. 8. Reception duties such as receiving and guiding visitors, students, etc. when necessary. |
| **2** | **Financial Administration**  **IMI**   1. To process all IMI expense claims and requisition of minor purchases. 2. To assist the IMI Coordinator with the financial administration of IMI accounts, using Agresso and liaising, as necessary, with the Faculty and University Finance Offices.   **MI-NET**   1. To support the IMI Research Grants Coordinator with all MI-NET expense claims and payment vouchers using Agresso, and the EU’s travel reimbursement tool (e-COST). 2. To support the IMI Research Grants Coordinator with MI-NET record keeping to satisfy internal and external audit requirements imposed by UoB and the EU, respectively. |
| **3** | **Project Co-ordination**   1. To support IMI’s Coordinator in the execution of the Internal Secondment, International Academic Visitor, Undergraduate Research Internship, and Workshop programme support schemes. 2. To arrange External Advisory Board, Steering Group, Institute Executive, and Research Panel meetings, supporting the IMI Coordinator in the delivery, as necessary. 3. To act as Secretary to the fortnightly Institute Executive meetings, and other meetings as required, providing a complete service for these activities. 4. To promptly issue meeting minutes and ensure actions from meetings are followed through. 5. To resolve issues on own initiative and judgement, liaising with other University offices as necessary. 6. To contribute to Institute reports, including the Annual Report. 7. To collate MI-NET activity data for reporting and promotion purposes. |
| **4** | **Event support**   1. To keep IMI’s internal and external calendar of events up to date, taking into account relevant activities elsewhere in the University. 2. In collaboration with the IMI team, collate and distribute marketing material by the most appropriate means to ensure that companies, academics and other stakeholders are informed about the activities of the Institute. 3. To support the delivery of events such as IMI conferences, public lectures, showcases, company engagement events and networking sessions, including scheduling and room, catering, and accommodation bookings. |
| **5** | **Support to the Director, Deputy Directors, Professor of Data Science, and Manager**   1. To manage the meetings and appointments diaries for the Director/Deputy Directors/Data Science Chair/, making the necessary booking and travel arrangements. 2. To act as the first point of contact for all queries and requests in relation to IMI. 3. In liaison with the Director/Deputy Directors, initiate, manage and complete various University processes to agreed deadlines. This will involve requesting information from IMI members, sending out reminders, arranging meetings, collating information and preparing reports. 4. To contribute to the maintenance of up to date statistics and information pertaining to outputs from IMI providing up-to-date and collated information in support of research grants and other proposals. |
| This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder.  These activities are subject to change over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder. | |

** Person Specification**

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| **Criteria: Experience/Knowledge** | **Essential** | **Desirable** |
| Significant proven experience in an administrative support role or equivalent experience working in a busy office in an administrative role | 🗸 |  |
| Experience of working within the Higher Education sector |  | 🗸 |
| Good working knowledge of standard IT packages and databases including web-based management information systems | 🗸 |  |
| Skills in University specific software (including Agresso) |  | 🗸 |
| Experience of maintaining clear and accurate records | 🗸 |  |
| Evidence of independent and effective team working | 🗸 |  |
| Experience of effectively organising a busy workload with sometimes conflicting priorities, to meet deadlines | 🗸 |  |
| Evidence of working within specific frameworks e.g. Quality Assurance compliance |  | 🗸 |
| Experience of servicing/minuting meetings |  | 🗸 |

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| **Criteria: Skills** | **Essential** | **Desirable** |
| Excellent written and oral communication skills, with a high level of accuracy and attention to detail | 🗸 |  |
| Excellent interpersonal skills in order to communicate effectively with staff, students and members of the public. Ability to develop good working relationships. | 🗸 |  |
| Ability to coordinate resources other than oneself (arrange events) | 🗸 |  |
| Competent, conscientious and motivated with a methodical approach to work | 🗸 |  |
| Ability to be adaptable and flexible and to learn new skills quickly | 🗸 |  |

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| **Criteria: Professional Qualifications** | **Essential** | **Desirable** |
| N/A |  |  |

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| **Criteria: Academic Qualifications** | **Essential** | **Desirable** |
| Good level of general education; educated to A Level (or equivalent) or above | 🗸 |  |
| Education to degree level or equivalent relevant professional experience |  | 🗸 |

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