



Job Description

Job title:	Programme Assistant (SETsquared)
Department:	Research & Innovation Service (RIS)
Grade:	4
Reports to:	Senior Programme Coordinator (SETsquared)
Location:	SETsquared Innovation Centre, Carpenter House

Job purpose:

SETsquared is the enterprise partnership of the universities of Bath, Bristol, Exeter, Southampton and Surrey. To co-ordinate and deliver activities and programmes across the five Universities there is a small team headed up by the SETsquared Innovation Director, employed by University of Bath. This Programme Administrator role will be part of the SETsquared Programme team reporting to the senior Programme Coordinator who is a direct report of the SETsquared Innovation Director.

The Programme Assistant is a key member within SETsquared team, ensuring the smooth running of the activities of programmes and events, and that they are delivered to a high standard and systems and processes are well maintained.

Staff management responsibility:

None.

Main duties and responsibilities:

- To maintain the databases for all programmes and ensure dropbox and any other file systems are kept up to date with relevant details.
- To maintain finance spreadsheets for SETsquared budgets and accounts for all projects and programmes.
- To complete all expense and credit card statements for the team expenditure activity and coordinate with different finance teams in other universities as necessary.
- To process and raise all invoices associated with SETsquared expenditure activity as required.
- To take responsibility for activities associated with board meetings including scheduling meetings, taking minutes and issuing board packs

- To provide administrative support to Innovation Director and Programme Director including diary management and minute taking.
- To HR and staff development communication point of contact for all SETsquared team and setup office and team processes.
- Within reason any task or duties required by the Innovation Director or Senior Programme Coordinator

Links:

- All staff in the SETsquared Central Team, Management Team, Centres Practice group
- SETsquared Centre members
- Investors and Corporates
- External suppliers
- Businesses and business organisations e.g. the CBI, Institute of Directors & The Economist Conferences

Special/Unusual Requirements of the Job:

A number of meetings and events are held away from 'home' and the appointee will be expected to a number of these events in person.



Person Specification

Post: **Events Coordinator**

Department: **RIS**

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
Qualifications					
Good degree or relevant equivalent qualifications		√	√		
Knowledge and Experience					
Experience in customer services	√		√	√	√
Experience of IT systems management	√		√	√	
Experience of office administration.	√		√	√	
Experience of working with Universities	√		√	√	
Experience and/or empathy with start-up businesses and entrepreneurs	√		√	√	
Skills					
Excellent communication skills, written and verbal, including writing briefs	√		√	√	√
Excellent interpersonal skills	√		√	√	√
Excellent organisational skills	√		√	√	√
Team working skills – able to work effectively with staff and across the	√		√	√	√

Enthusiastic and committed approach with a willingness to be flexible on working patterns as required	√		√	√	√
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Code: A/F – Application form, I/T – Interview/Test, R – References

Effective Behaviours Framework The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.	
Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	
Delivering excellent service: Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.	
Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.	
Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	
Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.	
Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.	
Developing self and others:	

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.