

## Job Description

<b>Job title:</b>	<b>Institute Coordinator</b>
<b>Department/School:</b>	<b>Institute of Coding, Department of Computer Science, Faculty of Science</b>
<b>Grade:</b>	<b>6</b>
<b>Location:</b>	<b>University of Bath campus</b>

### Job purpose

The Institute of Coding (IoC) [www.instituteofcoding.org](http://www.instituteofcoding.org) is a new national initiative, led by the University of Bath, which brings together a range of universities, industry, training providers and professional bodies to address the UK's digital skills gaps.

The Institute Coordinator will have responsibility for providing administrative support for the set-up and development of the Institute of Coding (IoC).

The appointee will be required to develop strong working relationships with appropriate academic and professional staff from across the University and beyond, including engaging with staff at senior levels and external stakeholders. The role will also support a number of University level and external committees which are responsible for deciding the strategy and overseeing operations of the Institute.

With the challenges and opportunities of establishing a new University Institute, it is essential that the appointee is proactive in solving problems, identifying additional service requirements or shortfalls, and independently using judgement and creativity to investigate and resolve any non-standard problems.

### Source and nature of management provided

Institute Manager

### Main duties and responsibilities

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#### **General**

- i. To act as the first point of contact for all Institute enquiries
- ii. To establish the office of the Institute and its links within the University
- iii. To coordinate the work of the Institute
- iv. To assist with planning and execution of the opening of the Institute
- v. To assist with the preparation of documents, presentations and publicity materials related to the Institute

	<ul style="list-style-type: none"> <li>vi. To liaise, communicate, and build strong working relationships with appropriate staff across the University. This role will require close teamwork with IoC staff, and engagement with staff at senior levels and external stakeholders.</li> <li>vii. To assist the Director, and Manager in the execution of their duties.</li> </ul>
<b>2</b>	<p><b><u>Financial Administration</u></b></p> <ul style="list-style-type: none"> <li>i. To be responsible for monitoring operating budgets of the Institute to ensure that these remain on track to keep within budget at the financial year end</li> <li>ii. To take responsibility for the financial administration of accounts, using Agresso and liaising regularly with Partners and the Faculty and University Finance Offices.</li> <li>iii. To initiate the production and distribution of management information in respect of the Institute's finances</li> <li>iv. To ensure that the Director/Manager have access to summary and detailed information relating to these accounts</li> <li>v. To be responsible for the integrity of the IoC's financial data, ensuring that financial records are both accurate and retained according to University and funding body guidelines</li> <li>vi. To provide financial data and other management information in respect of renewal or any other funding applications</li> <li>vii. To ensure that expenses claimed in relation to any IoC activity are done so in accordance with the appropriate University policy</li> <li>viii. To set up and monitor consultancy contracts, using the appropriate University process and liaising with HR/Purchasing &amp; Procurement</li> <li>ix. To be the first point of contact for Partners, particularly in respect of financial matters</li> <li>x. To be responsible for invoicing for annual subscriptions and tracking income</li> <li>xi. To be responsible for reconciliation of all expenditure in accordance with University policy</li> </ul>
<b>3</b>	<p><b><u>Project Co-ordination</u></b></p> <ul style="list-style-type: none"> <li>i. To provide expert guidance to and service IoC's Governance Board, Steering Board and Delivery Board, involving communicating complex information, and working closely with the Director and Manager of the Institute in setting agendas, ensuring that these bodies are well briefed; that appropriate consultation takes place; all decisions are recorded and implemented, and that actions are carried out.</li> <li>ii. To work with the Institute Director and Manager in the development of the IoC's knowledge exchange programme, being proactive and collaborative in supporting the development of improved systems and processes, as well as identifying new opportunities for external engagement.</li> <li>iii. To initiate, structure and arrange Board meetings and meetings with Partners</li> <li>iv. To act as Secretary to the IoC's Boards and Committees, providing a complete service for these activities</li> </ul>

	<ul style="list-style-type: none"> <li>v. To issue meeting minutes and ensure actions from meetings are followed through</li> <li>vi. To resolve issues on own initiative and judgement, liaising with other University offices as necessary</li> <li>vii. To contribute to and participate in reviews associated with the Institute (for example review and impact reports, the renewal proposal)</li> <li>viii. To support the application to the £2.5m Innovation &amp; Impact Fund</li> </ul>
<b>4</b>	<p><b><u>Events and Marketing</u></b></p> <ul style="list-style-type: none"> <li>i. To work with Institute staff to keep publicity and marketing material fit-for-purpose and up-to-date, producing new copies in collaboration with academic colleagues, the Faculty Marketing Team and the central Web and Marketing Teams. Liaison with the University's Press Officer on Institute matters</li> <li>ii. To support advertising the Institute and the programmes through events, websites, newsgroups and print materials, with the IoC Marketing Officer.</li> <li>iii. To ensure that companies, academics and other stakeholders are informed about the activities of the Institute through the distribution of marketing material by the most appropriate means.</li> <li>iv. To actively devise, plan and co-ordinate events such as conferences, showcases, company engagement events and networking sessions</li> <li>v. To suggest ideas for creatively engaging companies through various measures (e.g. events, newsletters)</li> </ul>
<b>5</b>	<p><b><u>Support to the Director and Institute Manager</u></b></p> <ul style="list-style-type: none"> <li>i. To manage the meetings and appointments diaries for the Director/Manager, making the necessary booking and travel arrangements</li> <li>ii. In liaison with the Director/Manager, initiate, manage and complete various University processes to agreed deadlines. This will involve requesting information, sending out reminders, arranging meetings, collating information and preparing reports</li> <li>iii. To take responsibility for the maintenance of up to date statistics and information pertaining to outputs from the Institute providing up-to-date and collated information in support of research grants and other proposals</li> </ul>
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance</p>	

## Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Education to degree level or equivalent	Y	
A background in a STEMM (science, technology, engineering, mathematics, or medicine) discipline		Y

Criteria: Knowledge and Experience	Essential	Desirable
Significant experience of working in an administrative role	Y	
Prior experience of working within Higher Education or demonstrable experience of working in a complex organisation with multiple stakeholders	Y	
Experience of working with academic staff		Y
Evidence of effective team working	Y	
Evidence of engaging, mentoring and motivating others and building team morale	Y	
Proven ability to work on own initiative	Y	
Experience of developing and implementing systems and processes	Y	
Advanced knowledge and application of standard IT packages and databases	Y	
Proficient user of university systems (Agresso, Wikis, Moodle)		Y
High level of literacy and ability to draft correspondence, reports, papers, briefing notes and service senior committees	Y	
Effective leadership and management skills, with experience of line management		Y

Criteria: Skills and Aptitudes	Essential	Desirable
Highly developed interpersonal skills – able to communicate, present, advise, and facilitate effectively, confidently, and professionally at all levels including the most senior staff	Y	
Proven strong written and oral communication skills including report writing and presentations	Y	

Proven organisational skills	Y	
Ability to be adaptable and flexible, with a willingness to learn new skills		Y
Ability to generate new ideas and recommendations for change/improvement	Y	
Effective negotiation skills, sensitive to knowing when to be assertive and when to be supportive	Y	
Able to design, analyse and revise processes to deliver services in the most efficient way and meet changing requirements	Y	
Capacity to manage and prioritise a high workload, often working to tight deadlines	Y	
Competent, conscientious and motivated with a methodical approach to work	Y	

### 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.