

## Job Description

<b>Job title:</b>	<b>Water Efficiency Network Project Coordinator - REDAWN</b>
<b>Department/School:</b>	<b>ACE</b>
<b>Grade:</b>	<b>6</b>
<b>Nature of Post</b>	<b>0.5 FTE</b>
<b>Location:</b>	<b>University of Bath premises</b>

### Job purpose

To coordinate, administer and manage the operations of the network, its projects and its members, policy makers, researcher(s) and other staff by:

- Providing administrative support and coordination to network and research lead, network members, researcher(s) and collaborators
- Assisting with finance management
- Supporting communication and dissemination activities

“The REDAWN project related to this role is co-financed by the European Regional Development Fund through the Interreg Atlantic Area Programme”.

### Source and nature of management provided

Dr Kemi Adeyeye, Department of Architecture and Civil Engineering

### Staff management responsibility

*None*

### Special conditions

The successful candidate will be able to:

- Travel within UK/Europe *if and when safe to do so*
- Attend conferences/meetings outside normal working hours

### Main duties and responsibilities

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| <b>1</b> | To effectively organise and manage the activity of the network and its members, including liaising with the grant provider on a regular basis to ensure the efficient use of project funding in accordance with the project objectives. |
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<b>2</b>	To manage all communication and dissemination activities including website, social media and publicity materials to stakeholders across the UK and internationally. This will range from organising publicity and public engagement activities to managing the external communications of all activities and brands.
<b>3</b>	To assist with further grant applications and delivery on an ongoing basis.
<b>4</b>	To prepare detailed reports and summary documents etc. <i>as required</i> as part of the network's dissemination outputs to funders, professionals, academics, interest groups and stakeholders, policy makers and regulators. The regular audience for documentary and web outputs are over a thousand and reports are quarterly.
<b>5</b>	To maintain and audit data and providing status and activity reports as required by funders. And to provide audits of technical committee activities to the network lead.
<b>6</b>	To manage the receipt of grant income working in conjunction with the Network Lead, Research Services and the Finance Division, to ensure scheduled income is received and claimed expenditure is reimbursed. Budgets range is up to £250,000
<b>7</b>	Responsible for ensuring that all financial auditing requirements are met and the process is managed in line with the University and grant providers procedures
<b>8</b>	Produce project reports, financial reports, audit documentation and supporting evidence, marketing materials, conference calls etc.
<b>9</b>	Organise and manage all studies and research activities, related to the activities of the network.
<b>10</b>	Monitor and manage network impact-related activities. Produce periodic impact reports
<b>11</b>	Administer the network's technical committees and support the committee chairs in delivering their approved plans and programs.
<b>12</b>	To organise and make necessary arrangement for meetings and events including making travel and accommodation arrangements on behalf of the network. Record activities and minutes, disseminate outputs.
<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	Essential	Desirable
<b>Qualifications</b>		
A good degree in a relevant discipline/subject field or equivalent level of education and/or experience	✓	
<b>Experience/Knowledge</b>		
Previous experience of managing collaborative networks and/or multi-partner, stakeholder research projects essential.	✓	
Possess knowledge and skills of appropriate software package for word and data processing including graphics packages	✓	
Possess some experience of brand management, marketing and effective public communication and dissemination strategies		✓
<b>Skills</b>		
Information management skills including a high level of accuracy and attention to detail	✓	
Able to organize, plan and prioritize workload	✓	
Clear, concise, timely and appropriate oral and written communication.	✓	
Able to write effective, clear and concise field notes, minutes and reports.	✓	
Maintain good relationship with and among the network and external stakeholders	✓	
Ability to contribute to and maintain websites, savvy with social media		✓
<b>Attributes</b>		
<b>Self-motivation:</b> meets objectives on own initiative: committed to continuous self-development	✓	
<b>Teamwork:</b> effective contribution to teamwork, working co-operatively with others, achieving mutual satisfaction	✓	
<b>Organisation:</b> has developed effective work systems and meets agreed priorities efficiently. Positive work ethic, motivated, taking ownership of the duties and showing initiative	✓	
<b>Response to change:</b> ability to monitor the environmental conditions and take appropriate action to ensure safe working environment	✓	
<b>Sensitivity:</b> ability to deal with team, members, stakeholders and the public in a polite and effective way	✓	
<b>Reporting:</b> ability to conduct stakeholder and activity reviews and report on impact of events, communication and dissemination activities	✓	