

### Job Description

<b>Job title:</b>	Co-ordinator, Innovation Centre for Applied Sustainable Technologies (iCAST) - 0.8FTE
<b>Department:</b>	Department of Chemistry
<b>Grade:</b>	6
<b>Location:</b>	Bath campus. Once the iCAST facility (Swindon) is open in November 22, some work may be performed there.

#### Job purpose

The £17M **Innovation Centre for Applied and Sustainable Technologies (iCAST)** is a new, unique knowledge exchange facility hosted by the Centre for Sustainable and Circular Technologies (CSCT) at Bath. iCAST builds on the world-class research of the universities of Bath and Oxford focussed on chemistry-using and chemical process-based innovation that will enable companies to easily invest in R&D and provide specialist business support for innovation to be deployed commercially. In collaboration with its partners, High Value Manufacturing Catapult's National Composites Centre (NCC) and Centre for Process Innovation (CPI), Swindon & Wiltshire LEP, the West of England Combined Authority, the Western Gateway Powerhouse and SETsquared, iCAST will enable UK companies to scale-up, deliver economic impact, and build supply chains, jobs and growth in the UK.

The iCAST Co-ordinator will take responsibility for administrative support for all iCAST activities. Specifically, the Co-ordinator will ensure the Centre's co-ordination, event organisation and dedicated support to iCAST Directors and Managers. Large part of the role will involve accurate data inputting and management to monitor the project KPIs and industrial interactions.

The Co-ordinator will work closely with members of the iCAST team, with the Central Finance team at Bath and SETsquared and other faculty and central teams at the University of Bath, Oxford and with named delivery partner contacts to ensure all data is appropriately recorded and the project is coordinated effectively.

#### Source and nature of management provided

iCAST Manager

#### Staff management responsibility

None

#### Special conditions

None

#### Main duties and responsibilities

##### Administrative support

- i. Act as the first point of contact for all queries and requests in relation to iCAST from existing and prospective industrial members and any other party, signposting

## **Main duties and responsibilities**

- businesses and other stakeholders to the appropriate iCAST team member when necessary
- ii. Take responsibility for the accurate maintenance of up to date iCAST's files and records
  - iii. Take responsibility for the accurate maintenance of up to date data, statistics and information pertaining to iCAST's key delivery targets providing up-to-date and collated information in support of Research England annual monitoring reports, iCAST Boards meetings and any other project's reporting needs
  - iv. Ensure that the Centre Manager (and Co-Directors) have access to summary and detailed information relating to project's KPIs and finances
  - v. Liaise and provide effective co-ordination with external providers such as consultants, facilitators, business mentors and trainers
  - vi. Liaise and provide effective co-ordination with counterparts at delivery partners
  - vii. Provide support to and liaise with the iCAST/SETsquared finance team in relation to iCAST financial management and financial procedures as necessary in conjunction with the iCAST Manager
  - viii. Initiate the production and distribution of management information in respect of the iCAST finances and its resource allocation (Technology Translators, consumables, equipment and facilities access) for iCAST Boards in conjunction with the iCAST Manager and SETsquared finance team
  - ix. Ensure that expenses claimed in relation to any iCAST activity are done so in accordance with the appropriate University and funder policies
  - x. Set up and monitor consultancy contracts and support any tendering processes required, using the appropriate University process and liaising with HR/Purchasing & Procurement/SetSquared

## **Support to the iCAST Directors, Core Programme Leads and Managers**

- i. Manage the meetings and appointments for the iCAST Manager, Industry Manager, Executive Director and Deputy Director, Core Programme Leads and making necessary booking and travel arrangements
- ii. In liaison with the Managers/Directors/Core Programme Leads, initiate, manage and complete various administrative tasks to agreed deadlines. This will involve requesting information from iCAST partners and industrial members, sending out reminders, arranging meetings, collating information and preparing reports

## **Centre co-ordination, boards and meeting support**

- i. Initiate, structure and arrange iCAST Governance Board, Board of Directors, Delivery Board and Core Programmes meetings and meetings with industrial members
- ii. Act as Secretary to all iCAST Boards and Core Programmes group meetings, providing a complete service for these activities
- iii. Initiate, structure and arrange Creativity Workshops for academics and businesses in liaison with iCAST Manager and Industry Manager
- iv. Provide administrative support to JIPs by issuing administrative documents, arranging meetings, etc.
- v. Issue meeting minutes and follow up on actions from meetings
- vi. Resolve issues on own initiative and judgement, liaising with other University offices and delivery partners as necessary
- vii. Contribute to and participate in reviews associated with the iCAST (for example reviews and annual monitoring reports)
- viii. Provide administrative support for staff recruitment, i.e. staff request forms, coordination of shortlisting and interviews

## **Events and Marketing**

- i. Work with iCAST, CSCT and SETsquared staff to keep publicity and marketing

### **Main duties and responsibilities**

- 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 iCAST matters
- ii. Pro-actively devise, plan and co-ordinate events such as Creativity Workshops, conferences, showcases, seminars, webinars, symposia, industry engagement events and networking sessions
  - iii. Manage all logistics for iCAST events including liaison with professional services (such as Estates and Security) regarding any logistical arrangements
  - iv. Manage the budget for iCAST events, including processing expenses for invited speakers and guests and ensuring that the budget is adhered to

### **Other duties**

- i. Reception duties in the iCAST office in Swindon during events (receiving and guiding visitors, students etc.)
- ii. Liaison with external iCAST partners

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.

## Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Either education to degree level, or education to a minimum of A-level or equivalent with <u>substantial experience and further training</u> , including to support the specifics below.	✓	

Criteria: Knowledge and Experience	Essential	Desirable
An excellent track record in general administration of a Centre or other entity involving >30 people	✓	
Proficient in the use of word processing and spreadsheet software as well as PowerPoint (Microsoft Office)	✓	
Proven experience in setting up administrative procedures, data monitoring, reports and analysing data	✓	
Proven experience managing diaries for persons in demanding roles and/or in a PA role	✓	
Knowledge of Content Management Systems (WordPress, Typecase)		✓
Evidence of working effectively with a diverse management team		✓
Experience in managing interactions with industrial and/or academic project partners		✓
Knowledge of University Regulations and QA procedures		✓

Criteria: Skills and Aptitudes	Essential	Desirable
Ability to communicate effectively and professionally and maintain good working relationships with a variety of people	✓	
Excellent organisational skills	✓	
Excellent administrative skills with outstanding attention to detail	✓	
Capacity for autonomous and pro-active working as well the ability to contribute to a team	✓	
A helpful and supportive manner with all iCAST internal and external stakeholders	✓	
Adaptability and flexibility	✓	
A conscientious approach to work and a well-developed sense of responsibility	✓	
Resilience and determination and ability to work on multiple tasks under pressure	✓	
An ability to prioritise work and to maintain a schedule of regular tasks to be conducted on an annual basis	✓	
An ability to maintain confidentiality such that the incumbent can be trusted to manage the Directors' email	✓	

## 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.