



# Edge Hill University

## Research & Enterprise Administrator, Institute for the Social Responsibility

**Reference:** EHA1301-0722

**Salary:** £25,642 - £27,929 per annum  
Grade 5, Points 19-22

**Contract Type:** Permanent

**Hours:** Full Time (36.25 hours per week)

**Location:** Ormskirk



**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job Description for the post of:**



**Edge Hill  
University**

**Research & Enterprise Administrator,  
Institute for the Social Responsibility**

**Full Time  
Permanent  
EHA1301-0722**

**Accountable to:** Pro Vice-Chancellor (Research) / Dean of Faculty of Arts & Sciences

**Reporting to:** Director of the Institute for Social Responsibility

## **About the Role**

The Institute for Social Responsibility (ISR) is one of three Research Institutes at Edge Hill University engaged in the co-ordination and support of inter-disciplinary research and knowledge exchange activity both on and off campus. ISR's looks to support research and KE activity across EHU and beyond that aligns to the broadest definition of 'social responsibility'. As such we work with academics both inside and outside Edge Hill and partner organisations from the public, private, and charity sector, with a strong focus on enhancing research culture and delivering quality public engagement.

The post-holder will provide high quality administrative support to the Institute, the Director and team members, whilst ensuring compliance with Faculty and Institutional policies and procedures. The post-holder will support the varied functions of ISR and work with internal and external stakeholders at all levels, often as the first point of contact. The post holder will take an active role in the day-to-day running of ISR as a member of the ISR management group and will need to be flexible, creative and able to use initiative in supporting a wide-range of activities, often with short and competing deadlines. As such, you will be expected to work independently, act as the administrative lead on a range of activity, have an eye for detail, have excellent communication and presentation skills, whilst ensuring in the provision of day to day administrative support to the Director and external partners as required.

## **Duties and Responsibilities**

1. To be an active member of the ISR management team – working directly with the Director, Associate Director and Fellow(s) in supporting the efficient and effective working of the Institute, and to suggest enhancements and improvements to the operational activity of ISR where appropriate.

2. To work flexibly, independently and demonstrate initiative in seeking creative solutions and approaches to the wide range of activities undertaken by ISR, including research training, seminars, workshops, public lectures, and other public engagement events.
3. To work effectively with both the University's Institute for Creative Enterprise (ICE) and the Health Research Institute (HRI) teams, taking the role of lead administrator of the University's Festival of Ideas in rotation with ICE and HRI, and on other cross-University events.
4. To liaise with internal/external stakeholders and take the administrative lead on the organisation and promotion of ISR's public engagement events, both on campus and online.
5. To communicate appropriately and effectively in all media/social media, maintain and update the ISR website, administer the ISR blog, and create and write copy for e-flyers and other internal marketing mechanisms; and to build and maintain a productive relationship with the University's marketing and communication team.
6. To take responsibility for co-ordination of filming, recording and editing of high-profile public events in order to keep the activities of the Institute in the public eye, and manage the ISR YouTube channel.
7. To work directly with the Director, Associate Director and Research Office in the administration of ISR research and knowledge exchange funding.
8. Manage the electronic diaries, the arrangement of appointments for ISR staff and convey messages with discretion and confidentiality.
9. Ensure that all administrative tasks such as document compilation, distribution and storage are dealt with efficiently and in a timely manner and observe GDPR.
10. Take responsibility for the financial administration of the ISR budget, ensure accurate and timely returns to the annual HEBCI survey, and to liaise with the Research Office in the management of ISR research and knowledge exchange funding streams.
11. To arrange accommodation and travel for the ISR team and internal/external stakeholders.
12. To work effectively with conferencing and events to ensure high quality on campus public engagement activity and to assist academic staff, both internally and externally, in the delivery of such events.
13. To work directly with the Directors of the University's Research Centres, Units, Networks and Groups aligned to ISR in facilitating public engagement and other research activity and to support the associated steering group meetings.

## **Skills and Experience**

1. A good honours degree (or equivalent) and experience of working in a University environment (or equivalent) and/or any other relevant setting.
2. You will have excellent communication skills, both written and verbal, and be skilled at facilitating effective working relationships across the organisation at all levels and with external partners.
3. Excellent customer relations skills and demonstrable ability to deliver complex information to a wide range of stakeholders, at all levels of seniority.

4. You will have experience of organising events for both internal and external audiences both in-person and online.
5. You will be able to move quickly between tasks and have excellent organisations skills, the ability to use initiative, creativity and have an acute attention to detail whilst keeping calm and professional.
6. You will have experience of developing systems for record-keeping and ensuring accuracy for external reporting returns.
7. You will have experience of providing administrative support within a busy office with a customer facing remit.
8. You will have excellent proficiency in Microsoft Outlook, Word, PowerPoint, and Excel, Teams, Zoom and other online platforms, and experience of using database systems, data entry and accurate record keeping
9. You will have substantial experience of prioritising workloads to deliver with a range of varied and competing tasks in a deadline driven environment
10. You will have experience of drafting, checking, and circulating communications to stakeholders using appropriate language and tone
11. You will have experience of collating, maintaining, and updating key information for websites and social media content
12. You will have the ability to offer a first-class customer orientated approach, working autonomously with internal and external stakeholders

**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

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**Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.**

**Person Specification for the post of:**



**Edge Hill  
University**

**Research & Enterprise Administrator,  
Institute for the Social Responsibility**

**Full Time  
Permanent  
EHA1301-0722**

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

**Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).**

		Essential	Desirable	Method of assessment (I/A/S/T/P)
<b>Qualifications</b>				
1	Good degree or equivalent work experience	*		A
2	Relevant professional qualification and/or experience	*		A/I
3	Experience/interest in events management/research	*		A/I
<b>Experience and Knowledge</b>				
4	Previous experience of working in higher education	*		A/I
5	Previous experience of working with third sector organisations / Charities/public sector organisations		*	S/I
6	Experience of working in a customer-facing, busy office environment	*		S/I
7	Communications/public relations/events management experience	*		S/I
<b>Abilities and Skills</b>				
8	IT literacy including word-processing, databases, online conferencing platforms, social media and webpage maintenance	*		S/I
9	Excellent communication and interpersonal skills	*		S/I
10	Excellent organisational skills	*		S/I
11	Ability to work independently and as part of a team	*		S/I
12	Ability to use initiative and to be proactive	*		S/I
13	Ability to work under pressure	*		S/I
14	Ability to deliver accurate data and pay attention to detail	*		S/I
15	Flexible approach to work	*		S/I

## How to Apply

When you are ready to start the formal application process, please visit [www.edgehill.ac.uk/jobs](http://www.edgehill.ac.uk/jobs) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

For informal enquiries about this vacancy you may wish to contact: Jo Crotty, Director of ISR at [Crottyj@edgehill.ac.uk](mailto:Crottyj@edgehill.ac.uk).

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 23:59 on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*