

JOB DESCRIPTION

Vacancy reference:	SRF21844
Post Title:	Research Project Administrator
Grade:	Grade 5
School/Department:	Geography & Environmental Science
Reports to:	Dr Joanna Clark
Responsible for:	none

Purpose

We seek to appoint a Research Project Administrator to support the administration and management of the NERC LANDWISE project (LAND management in lowland catchments for Integrated flood rISk rEducation). This is a 4 year research project involving University of Reading, Centre for Ecology and Hydrology, British Geological Survey, University of Gloucestershire, Forest Research, JBA Consulting, CGI Group and over 40 partner organisations.

Main duties and responsibilities

The Research Project Administrator will be responsible for:

- Supporting the research team by organising and managing events, project meetings, workshops, annual conference and other activities for the Landwise project.
- Taking and writing minutes from research project meetings and project Advisory Board.
- Working with the research team and partners to create content to update the project web site with news stories and information (hosted on Wordpress).
- Publicising activities through the project social media (Twitter) and e-mail.
- Liaising with the University press office and partner organisations to publicise activities and disseminate project outcomes.
- Keeping records of project expenses, and working with the University Research Accountants to track expenditure.
- Collating project tracking information from the research team and partners, and using this information to produce a project newsletters.
- Acting as first point of contact for general project enquires.
- Other duties as required to provide administration support to the project Director.

Supervision received

The Research Project Administrator will work closely with the project Director, Dr Joanna Clark who will provide guidance about work needed. They will also work closely with the University Research Finance team, who can provide further support in this area. They will join an established team of Research Administrators and Web Support who will also be able to provide informal support as required.

Supervision given

None.

Contact

Research project team includes 24 people from the following organisations: University of Reading, Centre for Ecology and Hydrology, British Geological Survey, University of Gloucestershire, Forest Research, JBA Consulting and CGI Group.

Research partners collaborating on the project include: Environment Agency, Defra, Natural England, JBA Trust, University of Sheffield, Forestry Commission, Agrimetrics, National Farmers Union, The National Trust, Affinity Water, National Flood Forum, Loddon Valley Residents Association, Swallowfield Flood Resilience Group, Pang Valley Flood Forum, Farm and Wildlife Advisory Group (SE), Farm and Wildlife Advisory Group (SW), Wilts Soil and Root Innovators, Penn Croft Farm, Hendred Farm Partnership, Fincham Farm Partnership, Kingsclere Estate, Loddon Fisheries & Conservation Consultative, Blackwater Valle Countryside Partnership, Hampshire and Isle of Wight Wildlife Trust, Wild Oxfordshire, Foundation for Water Research, Action for River Kennet, South East Rivers Trust, Freshwater Habitats Trust, Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust, Westcountry Rivers Trust, Wokingham Borough Council, West Berkshire Council, Hart District Council, Swindon Borough Council, Thames Regional Flood & Coastal Committee.

Terms and conditions

This a part-time role due to the nature of the funding. Hours are 20% FTE or 7 hours per week. We are happy to agree a flexible working pattern. The post is fixed term, ending in October 2021.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 4 December 2017

PERSON SPECIFICATION

Job Title	School/Department
Research Project Administrator	Geography & Environmental Science

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> Competent general IT skills, including MS Office (Word, Excel and Outlook) Excellent communicator with a range of different audiences Able to work under own initiative 	<ul style="list-style-type: none"> Experience with Wordpress or other web publishing software Twitter
Attainment	<ul style="list-style-type: none"> BSc in Geography, Environmental Science, Agriculture, Ecology, Environmental Engineering or related discipline. 	
Knowledge	<ul style="list-style-type: none"> Project administration processes Minute taking 	<ul style="list-style-type: none"> Research project administration and reporting (e.g. ResearchFish, Agresso Finance System)
Relevant Experience	<ul style="list-style-type: none"> Project administration including reporting and budget management Event organisation (e.g. conferences, meetings, workshops) 	<ul style="list-style-type: none"> Media and communications Project management
Disposition	<ul style="list-style-type: none"> Self-starter Enjoys working with others as part of a team Calm and focused under pressure 	
Other	<ul style="list-style-type: none"> Interest in environmental management, flooding and/or natural flood management 	

Completed by: Dr Joanna Clark	Date: 4 Dec 2017
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