



## JOB DESCRIPTION

<b>Job Title:</b>	Research and Innovation Administrator
<b>Department / Unit:</b>	Research & Innovation
<b>Job type</b>	Professional Administration
<b>Grade:</b>	RHUL 5
<b>Accountable to:</b>	Director, Research & Enterprise
<b>Purpose of the Post</b>	
<p>The post-holder will work in the Research &amp; Innovation department to support the delivery of the Department's research and knowledge exchange agendas, including support for the Director in managing the smooth operation and administration of the Department, and co-ordination of events and activities with key external partners and stakeholders.</p>	
<b>Key Tasks</b>	
<p><b>Tasks</b></p> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>- Providing administrative support to the Director, including: new staff set up and induction, health and safety monitoring, absence/leave reporting, proactively organising departmental administrative systems as required to enable the smooth operation of the Department.</li> <li>- Support the Director's diary management, including bringing forward documents and organising meetings as required.</li> <li>- Acting as a first point of contact for the Department, ensuring efficient management of incoming/outgoing correspondence and enquiries, proactively resolving problems and referring to colleagues within the Department for action as appropriate.</li> <li>- Making necessary arrangements for Senior Management Team led meetings and external visits, including hospitality, accommodation and car parking arrangements for external visitors.</li> <li>- Maintaining a tidy office space, co-ordinating stationery orders and the storage of any Departmental materials, including filing and archiving.</li> <li>- Processing incoming invoices, raising invoices, journals and purchase orders.</li> <li>- Reconciling Departmental credit card on a regular basis.</li> <li>- Supervising day to day work of any casual staff as required.</li> <li>- Liaising with internal teams across the College (including, Finance, HR and Estates) and proactively ensuring the Department meetings all administrative and reporting requirements.</li> </ul>	

**Events support**

- Provide professional administrative support for workshops and events organisation, including: setting up event registration pages, organising venues and catering, liaising with external speakers and collaborators, supporting event setup and delivery.

**Communications and Marketing**

- Providing a professional point of contact for queries from external visitors, including senior level visitors from industry and research funding organisations.
- Updating the Departmental web pages and digital communications as required.
- Undertaking desk based research to support the gathering of data in relation to knowledge exchange activity.
- Supporting the organisation and production of Departmental materials (such as leaflets, banners etc) with third party providers.

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.