JOB DESCRIPTION

Job Title: SEARG Administrative Lead

Department / Unit: Earth Sciences

Job type: 1 – year fixed term

Grade: RHUL 7

Accountable to: Lecturer in South-East Asia Geology

Purpose of the Post

The main responsibilities of the post are to manage the laboratory and administration of the Southeast Asia Research Group (SEARG). SEARG is a multi-million pound industrial research consortium funded by oil companies and based in the Department of Earth Sciences, Royal Holloway.

Key Tasks

- Manage the laboratory owned by SEARG, ensuring equipment and supplies are maintained effectively.

- Full management and day-to-day running of Research Agreements for our Portsmouth, BGS, NHM and Gottingen partnerships.

- Monitor the research group budgets, expenditure and financial reporting on behalf of the group to include completing year-end reports.

- Manage purchasing of laboratory, fieldwork and office supplies using Agresso or a purchasing card as required.

- Management and development of SEARG databases.

- Cataloguing and development of SEARG library.

- Manage and update the SEARG website according to current objectives.

- Research responsibilities to be carried out according to SEARG requirements and directives.

- Liaison with consortium members to ensure contracts and invoices are processed and signed in a timely manner, in addition to overseeing and planning of regular meetings.
• Providing administrative support to the group including administrative duties such as filing, dealing with mail, photocopying, scanning, screening telephone calls and post, preparation and distribution of reports/papers, drafting letters and emails.

• Liaise with student administration to process student scholarships, stipends, examination matters and associated queries on behalf of the group.

• Liaise with Human Resources to process HR related forms including requests for Employment contracts.

• Compile biannual Consortium Reports for the group using InDesign.

• Liaise with Earth Sciences departmental staff on behalf of SEARG as required.

• Line-managing and providing leadership to team members, including providing appropriate supervision, motivation and support and identifying staff development and training needs.

• Providing operational direction to ensure that there is a culture of constant improvement.

• Workload management, including delegation of tasks.

• Ensuring the delivery of excellent customer service to stakeholders

• Developing effective networks and working relationships with colleagues, sharing good practice and increasing knowledge and understanding across different administrative areas, as required.

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.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: Dr Amy Gough