

# Job Description

**Job title:** Knowledge Exchange Administrator

**Reports to:** Associate Director, Knowledge Exchange

**Department/School:** Research and Knowledge Exchange

**Grade:** 4

## Purpose of the role

## To provide -administrative support for the Associate Director (Knowledge Exchange) for the University’s submission to the Knowledge Exchange Framework. This includes: business liaison and customer management, event organisation, data capture and tracking of impact of KE-related activity. Main areas of responsibility:

* To undertake a wide range of general administrative duties to support the KEF submission across the institution including monitoring of activities and data capture. To be the first point of contact in the KE team for incoming and outgoing information relating to KE activity to ensure communication is clear and consistent.
* To work with the Associate Director (KE), colleagues in the Department of Research and Knowledge Exchange to provide support for delivery of the R&KE Strategic Plan and the development of a vibrant research and KE culture.
* To keep oversight of KE expenditure to help inform budget planning and to undertake routine processing of financial transactions to ensure expenditure is in line with the Financial Regulations.
* To provide administrative support for committees, working groups and team meetings, agreeing agendas, preparing papers, taking minutes and following-up on actions.
* To help support the organisation of internal and external KE events including conferences and seminars in order to provide a consistent and professional experience for all participants.
* To be responsible for the accurate and timely maintenance of appropriate KE mailing lists, blogs, social media accounts, newsletters and web pages to ensure consistency of all communications.
* To work within University processes and policies ensuring that colleagues are advised appropriately.
* To take responsibility for specific areas of project work as requested.
* As part of the departmental administrative team to provide diary management, meeting arrangements, room bookings, processing orders and invoices, travel arrangements and the preparation of papers for circulation as required.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these will be added at the end of the criteria.

## Essential Criteria

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| **Knowledge, skills, and abilities** |
| * A good understanding of the need for customer service and delivering a proactive service. (A,I, E)
* Evidence of competency in analytical, communication and problem-solving skills. (A, I)
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| **Experience** |
| * Previous experience of working in an office environment, developing and maintaining effective administrative systems. (A, I)
* Works proactively, collaboratively and flexibly with others to ensure effective service delivery with a minimum of supervision. (A, I)
* Ability to produce clear, concise, timely and appropriate oral and written communications. (A, I, E)
* Ability to plan and prioritise a range of work activities, meeting sometimes conflicting work deadlines. (A, I, E)
* Able to work as part of a team, sharing good practice and developing effective professional relationships with colleagues. (A, I)
* Ability to communicate complex procedures or difficult information in a clear, sensitive and diplomatic manner. (A, I, E)
* Considers other perspectives and wider implications, interested in learning and developing to meet changing situations. (A, I)
* Understanding issues around handling confidential and sensitive information (A, I)
* Good level of computer skills including Microsoft Office, databases and on-line systems. (A)
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **August 2024**