

East of Scotland KTP Centre Project Administrator



Role Description

GRADE

Grade 3

LOCATION

Merchiston, Edinburgh

LINE MANAGER

KTP Centre Manager

Role Summary

The East of Scotland KTP Centre is a collaboration between 6 member universities (Universities of Edinburgh, Stirling & St Andrews; and Edinburgh Napier, Queen Margaret and Heriot Watt Universities) to raise awareness and facilitate the establishment of new Knowledge Transfer Partnerships.

The role of the Centre Administrator is to provide administrative support for the Centre operations and in relation to the facilitation, promotion, processing and monitoring of the KTP programmes on behalf of all six of the KTP Centre's partner universities

You will be employed by the Edinburgh Napier University and the KTP office is located at the Merchiston Campus (Hybrid working optional). Travel to other member universities and KTP company locations will be required.

The post holder will have relevant demonstrable experience in administration of projects, financial administration or project accounting. Numerate, with excellent IT skills, including use of Excel and Access and competence with Word and PowerPoint whilst also having strong attention to detail and good interpersonal skills.

Excellent interpersonal skills and experience are required, to be able to communicate effectively at all levels, including HEI partners and industry.

Line Management Responsibility for:

This role does not have any line management responsibilities currently.

Main Duties and Responsibilities

Administrative Support For The Centre

- Respond to KTP enquiries, deciding on what action is required and when to pass enquiries to others.
- Any other relevant duties as may be required by the Project Coordinator in the delivery of the Centre's objectives.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.

Ktp Project Administration, Relationship Monitoring & Reporting

- Upon KTP award, co-ordinate recruitment of KTP Associate, involving drafting specifications and placing adverts.
- Arrange and deliver KTP inductions for new KTP Associates. Actively support Associate by providing information and ongoing guidance.
- Log project progress in a programme schedule database, keeping abreast of key dates for each programme / any issues that require following up.
- Attend Local Management Committee (LMC) meetings as a representative of the KTP Centre. You will be responsible for scheduling meetings, sending reminders, collating papers, issuing agendas, production and distribution of formal minutes and progress chasing to ensure deadlines are met. Working to strict deadlines, ensuring minutes are produced and submitted to support each quarterly claim.
- Provide guidance to member universities on post award administration of KTP.

Promotion And Marketing Of KTP Programme

- Assist with the posting of articles on the KTP Centre website and social media
- Assist in the organisation of annual Associate Seminars in the East of Scotland
- Assist with the running of KTP events which include occasional UK based travel.
- Assist with any other KTP promotional initiatives within academic departments across the 6 represented Universities.
- Role model the University's values & behaviours.

- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education / Qualifications		
<ul style="list-style-type: none"> • HNC/HND in business administration area or the equivalent relevant and practical work experience 	✓	
Skills / Experience		
<ul style="list-style-type: none"> • Demonstrable experience of having provided administrative support to multiple projects. 	✓	
<ul style="list-style-type: none"> • Experience of financial administration 		✓
<ul style="list-style-type: none"> • Experience of Committee servicing including minute taking 		✓
<ul style="list-style-type: none"> • Previous experience supporting KTP or knowledge exchange activity 		✓
<ul style="list-style-type: none"> • Work experience in both academic and company environments 		✓
<ul style="list-style-type: none"> • Experience using Canva and/or using social media in a business context 		✓
<ul style="list-style-type: none"> • Excellent spreadsheet skills, including use of Excel at advanced level and competence with Word and PowerPoint. 	✓	
<ul style="list-style-type: none"> • Ability to work accurately and to tight deadlines 	✓	
<ul style="list-style-type: none"> • Good oral and written communication skills 	✓	
<ul style="list-style-type: none"> • Ability to work on own initiative 	✓	
<ul style="list-style-type: none"> • Good team working 	✓	
<ul style="list-style-type: none"> • Influencing skills 		✓
<ul style="list-style-type: none"> • You will need a full valid UK driving license and access to transport as travel between campuses and to companies is required. 		✓