



UNIVERSITY OF PLYMOUTH

Role: LIPF Programme Administrator

Level: 4

Reports to: LIPF Programme Manager

Role Summary:

Reporting to the Local Innovation Partnership Fund (LIPF) Programme Manager, the Programme Administrator will provide comprehensive administrative, operational and governance support to the £20m UKRI funded Global Autonomy Cluster programme.

The postholder will support the effective delivery of the programme through the coordination of meetings, maintenance of programme records, stakeholder communications, documentation management and administrative processes. Working closely with the Programme Director, Programme Manager, Grant Manager, the Ecosystem Integration and Navigation Team and external partners, the role will help ensure the smooth operation of programme activities and governance arrangements.

The Programme Administrator will act as a key coordination point for programme information and programme communications, supporting reporting, monitoring, event delivery and procurement activities whilst ensuring records are maintained in accordance with University and funder requirements.

The role requires excellent organisational skills, attention to detail and the ability to manage multiple priorities within a busy programme environment.

Key Accountabilities	Indicators of Success
• Provide administrative support across all programme activities and workstreams. • Coordinate working group meetings, including scheduling, documentation and follow-up actions • Prepare agendas, circulate papers and record meeting minutes and decisions • Maintain programme records, document control systems and shared information repositories.	• Effective day-to-day operation of programme activities. • Meetings delivered efficiently with clear records and action tracking.

• Support the preparation and distribution of programme reports, presentations and briefing materials. • Maintain action logs, decision logs and programme documentation. • Provide administrative support for stakeholder engagement activities and partner communications. • Support the organisation and delivery of workshops, networking events, showcases and programme meetings • Assist with procurement processes, purchase orders and invoice administration in accordance with University procedures. • Support the collection and collation of data required for monitoring and reporting activities. • Maintain stakeholder databases, CRM records and contact management systems. • Support programme audits, reviews and assurance processes through the provision of records and documentation.	• Complete, accurate and accessible programme records. • Effective tracking and monitoring of programme activities. • Timely provision of programme monitoring information
Additional • All activities undertaken within this role will be compliant with the University's policies, including Health & Safety, Equality and Diversity, Ethics, Data Protection etc.	

PERSON SPECIFICATION

Criteria	Essential	Desirable	Point at which information used in recruitment process
Knowledge, Education and Training: • Knowledge of office administration and business support functions • Understanding of programme, project or meeting administration processes • Experience of CRM systems or database management	X X X		<i>Shortlisting</i>

• Understanding of higher education, research or innovation environments • Competent working knowledge of Microsoft Office packages and CRM/database systems	X	X	
Experience: • Experience providing administrative support within a professional environment • Experience organising meetings and preparing agendas and minutes • Experience maintaining records, databases and document management systems • Experience supporting events, workshops or stakeholder engagement activities • Experience supporting project or programme delivery activities • Experience within a higher education, public sector or innovation environment	X X X X	 X X	Shortlisting and interview Shortlisting
Skills • Excellent organisational and time management skills • Strong attention to detail and accuracy • Ability to prioritise competing tasks and deadlines • Excellent written and verbal communication skills • Strong interpersonal and customer service skills • Ability to work collaboratively across multiple teams and stakeholders • Competent use of Microsoft Office and database systems	X X X X X X X		Shortlisting Shortlisting Shortlisting Shortlisting Shortlisting
Special conditions: • Flexibility to attend occasional meetings and events	X		

• Ability to travel across the South West region where required		X	
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University of Plymouth Behaviours

- Demonstrates Self-Leadership
- Develops self and others to deliver
- Leads and operates in times of change and ambiguity
- Drives innovation and action
- Creates and contributes to a shared vision
- Uses sound business judgement