

Vacancy ref:5643

FACULTY OF HEALTH, INNOVATION, TECHNOLOGY AND SCIENCE
JOB DESCRIPTION

Title:	Research and Enterprise Administrator (Fixed Term Maternity Cover)
Department:	Faculty of Health, Innovation, Science and Technology
Grade:	Grade 5
Salary:	£27,241- £31,861 (pro rata per annum)
Hours:	32 hours per week
Contract Length:	Fixed Term - Up to 11 months
Reporting to:	Faculty Research and Innovation Manager
Location:	City Campus, although staff may be asked to work in any location within the University.
Introduction:	The appointed person will be expected to make broad contributions to the Faculty, by providing operational and administrative support for research, innovation and enterprise activities.

Purpose of the role

Working in a team to provide effective administrative, operational and coordination support for Faculty research, innovation and enterprise activities. Ensuring that processes are managed efficiently and in accordance with university policies and practices.

Duties

- Act as first point of contact for the faculty Post Graduate Researcher Community, ensuring they receive effective support throughout the postgraduate research degree journey. Working closely with the Doctoral Academy.
- Provide appropriate administrative support to Faculty staff for research, enterprise and innovation activities.
- Support PGR's and supervisors at faculty level with the online progression system (eDoc).
- Providing faculty level support for the PGR admissions process, liaising with other professional service teams as appropriate.
- Signpost PGR's to relevant university services, for example Wellbeing, Money Advice, Disability, International Advice.
- Processing and monitoring stipend payments for new and continuing PGR's.
- Act as secretary for Faculty Research Degrees (FRDC) and Faculty Research and Knowledge Exchange Committee (FRKEC) including documentation preparation, producing meeting minutes and post meeting tasks.
- Producing and editing faculty Research, Innovation and Enterprise Newsletters.

- Maintaining accurate records and information on University Management Information Systems/Platforms such as eDoc, SIS, Sharepoint, Teams.
- Organise events including faculty induction and welcome events, research conferences, seminars, workshops and training.
- Maintain and update HITS Faculty PGR Canvas site.
- Support PGR's in arranging travel and accommodation ensuring faculty and university processes are followed as per financial regulations.
- Assist UOA's leads with REF preparation.
- Respond to requests for statistical information from the faculty
- Ad-hoc support in preparing grant applications via the GaP system.
- To provide general faculty administrative support on occasion.

Values and Regulations

- Any other duties commensurate with the grade as deemed necessary by the Faculty Research and Innovation Manager.
- A commitment to LJMU's values and regulations and Diversity and Inclusion Policy.
- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management, Energy Management and Sustainability Policy Statement, and the Climate and Sustainability Plan.
- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Executive Leadership Team, are contained in Section 2 of the University's Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder's mandatory Environmental Management responsibilities are contained in Section 2 of the University's Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.
- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

PERSON SPECIFICATION

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

Essential Factors	Evidence
HNC/D in relevant subject or equivalent qualification	Application
Good knowledge of Microsoft Office, particularly Word and Excel	Application and Interview
Able to work independently, under minimum supervision, or as part of a team as required, often to strict deadlines.	Application and Interview
Excellent verbal and written communication skills.	Application and Interview
Able to assimilate and present data with accuracy and attention to detail	Application and Interview
Capable of working collaboratively with people across the organisation, in a professional manner, providing a customer focussed administrative service	Application and Interview
Excellent organisational skills with the ability to prioritise work effectively.	Application and Interview
Willing to participate in training and professional development programmes appropriate to the needs of the post.	Application and Interview
Adaptable and flexible in approach to work	Application and Interview
Comfortable handling high volume repetitive work	Application and Interview

Desirable Factors	Evidence
Relevant administrative experience within within the H.E. Sector	Application and Interview
Knowledge of University procedures	Application and Interview

A = Application I = Interview P = Presentation T = Test C = Certificate

BENEFITS OF WORKING FOR US
Financial benefits: Competitive salaries based on a low contractual 35 hour working week. 7.1% employer pension contributions for non-academic staff enrolled in the Local Government Pension Scheme (LGPS). This is a temporary reduction from the previous rate of 17.5%, effective from April 2026, following the Fund's triennial review. The reduction reflects the Fund's current surplus and improved financial position. This does not affect your pension benefits, which are determined by LGPS scheme rules rather than the level of employer contributions. 28.68% employer contribution to pensions for teaching staff enrolled into the Teachers' Pension Scheme (TPS).
Work life balance: Excellent annual leave provision. 30 days for support staff and 35 days for staff and senior managers grade 8 and above. 8 UK bank holidays and up to 5 University closure days between Christmas and New Year. Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible.
Health and wellbeing: Regular wellbeing support initiatives throughout the year. Access to a trained counsellor via Employee Assistance Programme (EAP). Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing.
Career Benefits: Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning.
Making a difference: LJMU Climate Action - be at the forefront of initiatives to tackle climate change. Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks. Opportunity to volunteer at graduation ceremonies, clearing and open days.
Discounts and other benefits: A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets. Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme. Massively discounted gym and fitness classes at the **University Sport Building.**

