

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Knowledge Exchange Administrator

## **College/Department**

University Research & Knowledge Exchange Office (URKEO)

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0428-22

## **Salary**

£23,725 to £25,944 per annum, pro rata

## **Reports To**

Senior Programmes Manager – Compliance & Post Award

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The Knowledge Exchange Administrator will work within the busy central Compliance and Post Award team to deliver compliant administrative and financial support to project delivery teams. This post will help to set up the systems that facilitate the projects’ administrative, monitoring and output reporting requirements.

Taking a team-based approach, Research and Knowledge Adminstrators will ensure coverage across the whole portfolio of work.

## **Principal Accountabilities**

1. To establish and co-ordinate robust administrative systems for projects. Duties include ensuring that the University systems and monitoring information relating to staff participation and business engagement and support are fully compliant regulations.
2. To maintain the central compliance database for tracking project engagement with SMEs and individual beneficiaries, monitoring project spend and outputs.
3. Monitor and check the completion of financial documentation by project staff against the contracts and University financial regulations to minimise errors and gaps in information.
4. Be responsible for ensuring that all original financial documents are scanned and certified as a true copy in line with contract requirements.
5. Be responsible for the retention of auditable documentation through maintenance of both paper and electronic files relating to project spend, outcomes and claims.
6. Ensure all paper and electronic files are available in a timely manner, stored securely, archived centrally and meet external funders audit requirements, University audit requirements, data protection requirements and minimise risk to the university.
7. Prepare project level fully evidenced claims for submission to the accountable body.
8. Provide accurate payroll costing data to the Senior Programmes Manager monthly.
9. To work with the Senior Programmes Manager to prepare regular reports for the Project Management Meetings.
10. To monitor the progress of a project against contracted expenditure and output targets in liaison with Project Leads.
11. Monitor all financial transactions relating to projects ensuring a clear audit and accountability trail which ties back to activity.
12. Co-ordinate the completion and submission of timesheets from project staff who will be based across multiple locations; monitor and check the completion of financial documentation by project staff against contracts and University financial regulations to minimise errors and gaps in information.
13. Liaise with colleagues in relevant departments to source required information e.g. Finance Department & Procurement Team.
14. Undertake other routine office procedures as required and handle internal and external enquiries and respond in a timely and professional manner.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Relevant first degree (or equivalent qualification) or comparable knowledge gained through professional experience

#### **Experience**

* Working with funded projects

#### **Skills, knowledge and abilities**

* Ability to work effectively as part of a number of cross University teams and with a variety of internal and external stakeholders
* Highly organised, excellent time management and organisational skills, attention to detail
* Excellent communication skills including writing reports, making presentations and negotiating with customers
* Well-developed ICT skills particularly MS Office applications
* Ability to consistently manage and meet deadlines
* The ability to establish and maintain a professional working relationship with staff at all levels across the University
* A high standard of literacy, numeracy and IT skills (Excel / Access / Pivot Tables)
* Ability to communicate clearly with internal and external customers and colleagues
* The ability to produce management information statistics in report or other form
* Ability to use initiative and be proactive when dealing with a range of issues and problems
* Ability to understand complex rules and regulations

#### **Business requirements**

* Willingness to work flexibly and be responsive to business needs and customer expectations (i.e. working some evenings and weekends, as required, with prior notice)
* Willingness to be available to travel between University sites and across the UK

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)