



Job Title: Leicester Life Sciences Accelerator Administrator and Events Co-ordinator
Grade: 4
Salary: £19,612 to £22,417 per annum
Department: Division of Research and Enterprise
Hours/Contract: Full-time and fixed-term until 31 December 2022
Reference: 1499

Role Purpose

Working as part of the Division of Research and Enterprise, and Leicester Life Sciences Accelerator (LLSA) team;

You will provide professional front of house, events co-ordination and complex administrative support services with responsibility to resolve queries and problems based on experience and judgment to an agreed standard to maximise the reputation of the LLSA, a part funded ERDF project within the Leicester Innovation Hub.

Table with 2 columns: Main Duties and Responsibilities, % Time. Row 1: Administration support; as part of the team help successfully deliver the LLSA, to target, on time and budget by developing and delivering complex administrative support activities to the LLSA Team and SME clients i.e.: 40. Row 2: Events co-ordinator; to organise and co-ordinate the diary of events, both on-site and alternative venues i.e.: 40.





- To liaise with the LLSA team to ensure the successful advertising of events, to optimise maximum attendance, that ensures the project meets its outputs.
- Being present in the building to answer queries that may arise during or before events.
- To help the team to deliver high profile innovation events and workshops by taking responsibility for all aspects of the event e.g. booking venue, catering, speakers and marketing materials.
- Represent the LLSA and the University, at an appropriate level, at a range of events including conferences and exhibitions which will include out of hours working.
- Develop and optimise processes, procedures and reporting systems to effectively and professionally deliver marketing and events programme.

Reception; Work with the LLSA and LIH team to ensure professional front of house support i.e.:

20

- Undertaking full reception duties for the LLSA including meeting and greeting visitors, arranging visitor parking, booking workshop spaces and offering refreshments to visitors.
- Work with the LIH team to ensure front of house cover during the working day and at out of hours events.
- Professionally support colleagues and external partners to book and use Innovation Hub meeting rooms ensuring the spaces are fully utilised, kept in good working condition, fully stocked with flip charts and other consumables.
- To undertake other duties as may be required commensurate with the role.

Internal and External Relationships

Maintain a network of contacts, knowing who to contact to deliver own work as required and representing the Innovation Hub priorities as appropriate.

Planning and Organising

Plan and prioritise own work for the week or the week ahead, responding to the work requirements of line manager or the department including the prioritisation of non-standard work requirements, seeking guidance where necessary.

Qualifications, Knowledge and Experience

Essential

- Either academic or vocational qualifications (NVQ 4, 5 GCSE passes at grade C or above, City and Guilds or equivalent) plus work experience in a relevant role*

Or:

- Typically substantial relevant work experience in the unit or a comparable setting*
- Working knowledge of relevant systems, equipment, processes and procedures including standard software packages*
- Basic knowledge of/training in SAP*





Desirable

- Able to use understanding of the department/School/University's processes and systems to prepare reports and other materials, using standard and some nonstandard formats and software
- Experience using SAP for raising POs, invoice processing and journal entries

****Criteria to be used in shortlisting candidates for interview***

Skills, Abilities and Competencies

Essential

- Appreciation of the standards for the conduct and output of the role.
- Ability to communicate clearly orally and in writing to ensure effective reporting and customer/contact handling*
- Numeracy skills*
- Familiarity with work priorities and those of colleagues*
- High level of IT skills*
- Ability to organise and prioritise workload*
- Willingness to work flexibly as part of a team*
- Financial awareness
- Ability to assess data and information, and to identify problems*

Desirable

- Able to demonstrate accuracy and attention to detail
- Basic understanding of relevant policies and procedures, as they affect the role.
- Ability to apply relevant Health and Safety and other University policies and procedures
- Ability to communicate both verbally and orally

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:

Valuing People, Innovators, Together, Accountable, Leaders.





Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

