



Programme Grant Administrator & Digital Media Manager

Salary range:	£33,353 – 40,313 (inclusive of £2,919 London Allowance per annum)
Grade:	7
Reports to:	Prof Polina Bayvel, Head of Optical Networks Group and Principal Investigator of the UNLOC programme grant
Length of contract:	The post is available immediately and is funded for 24 months in the first instance.
Hours of work:	36.5 hours per week. However, working on a part time basis can be considered for a minimum of 3 days (21.9 hours) per week.
Place of work:	Electronic & Electrical Engineering Department, Roberts Building, although the post will require occasional travel to Birmingham.

The appointment will be subject to a 9 month probationary review period. *The post holder is entitled to 27 days per year pro rata annual leave, in addition to those days also granted when UCL is closed. Leave is taken with the approval of Professor Bayvel and there may be some restrictions on the taking of leave at certain times of the year. The working week is 36.5 hours and there may be occasions when the post holder will be expected to participate in activities outside normal working hours.*

About UCL and the Department

University College London (UCL) was founded in 1826 as the third university in England, after Oxford and Cambridge. UCL was however the first university in England to admit students of any race, class or religion, and the first to welcome women on equal terms with men. UCL is now the largest comprehensive university in London with more than 4,000 academic and research staff in 72 departments. The main campus of UCL is located in central London, just a few minutes walking distance from British Museum, West-End and Thames River.

The Department of Electronic and Electrical Engineering at UCL was established by Professor Sir Ambrose Fleming in 1885 and has a very strong research culture, state-of-the-art research equipment and facilities, and a very rich history of many fundamental research achievements in electronic and electrical engineering. The Department currently hosts international renowned research groups in Communications and Information Systems; Photonics; Optical Networks; Sensors, Systems and Circuits; Electronic Materials and Devices and Nanotechnology. For more information about the department and our research achievements, please visit the website <http://www.ee.ucl.ac.uk>

Further information regarding UCL can be found at:

<http://www.ucl.ac.uk>

ADVERT

Applications are invited to join a world class research programme as a programme grant administrator and digital media manager.

The post comprises of two main elements in providing administrative support to the £4.8M EPSRC-funded Programme Grant UNLOC – Unlocking the capacity of optical communications

<http://gow.epsrc.ac.uk/NGBOViewGrant.aspx?GrantRef=EP/J017582/1> and www.unloc.net

- (i) providing assistance and coordination within the research programme, including day-to-day administration and the coordination of all events and meetings associated with the programme.
- (ii) promotion of the research agenda and achievements, and management of an effective press and digital media presence for this programme. Acting as the programme's press officer, promote the programme, its achievements, communications and the impact of research through a range of: press briefings, workshops, outreach activities, presentation materials, and digital and social media platforms

UNLOC – unlocking the capacity of optical communications is a research programme grant awarded in 2012 to a team of researchers from UCL and Aston University. The programme follows several research themes and relies on an effective collaboration within and between the UCL and Aston teams. The aim of the research is to challenge the current thinking on capacity and energy limits of optical communication systems as it is universally recognised that global communication systems are rapidly approaching the fundamental information capacity of current transmission & network technologies.

The role calls to provide administrative day-to-day management of the grant, allowing the investigators to focus on research. The postholder will work to actively promote the research achievements to the media and key policy bodies/Government departments. He/she will organise all the relevant programme meetings, and will be involved with all the impact activities and the workshops related to these. He/she will maintain the list of deliverables, milestones, reports and publications. Further, they will manage the website and digital & social media presence, both internal for the dissemination of the research results, and external - to provide a visible advocacy forum and a communications platform with the rest of the world on the aims and achievements of UNLOC.

This post is based in UCL.

DUTIES AND RESPONSIBILITIES

The post holder will be expected to undertake the following duties, liaising with the Programme Director and the Programme Management Committee, and working with other key staff and departments, as appropriate in order to facilitate that the administration of this large programme and its delivery of the research goals.

(i) Programme grant administrator

- Provide executive support to the Programme Director (the PI, Professor Polina Bayvel) and the Programme Management Group (PMG) on the day-to-day management of the grant
- Organise PMG meetings, coordinate the organisation of presentation materials and their distribution
- Maintain the list of deliverables, milestones, reports and publications, and submit this information to EPSRC using the Researchfish system: <https://www.researchfish.com/>, to demonstrate and report impact throughout the programme
- Liaise with the members of the External Advisory Board (EAB) and Project Partners and coordinate all aspects of EAB meetings (travel, accommodation etc.)
- Assist with recruitment and HR administration for the Programme
- Arrange, promote and manage the UNLOC workshops and other related events (seminars, colloquia, guest lectures)
- Be the first point of contact for all aspects of the administration of the programme, including all documentation and promotional materials
- Maintain a portfolio of industrial and government contacts related to impact and policy activities of UNLOC
- Working with UNLOC's PI and senior programme staff, devise communications campaigns to agreed strategy through the programme life.
- Devise and create marketing collateral for the programme
- Create and manage content for the UNLOC website and promote the programme through other digital & social media (see below) and to press and policy makers

(ii) Digital media & press manager for UNLOC

- Manage and curate content for the UNLOC website and use it as an effective communication platform to engage and inform UNLOC's external audiences
- Produce a regular electronic newsletter for distribution to project partners, industry, policymakers, government and media
- Help promote the UNLOC programme, its research and impact via the website and through other social media and digital channels to a range of audiences
- Develop promotional / advertising/educational campaigns using the appropriate media for prospective industrial partners, students, industrial partners, policy makers, Government departments etc.
- Explore new digital tools in order to maximise digital reach
- Improve site traffic through digital channels through effective content management, positioning and SEO (search engine optimisation)

EVENTS

- Coordinate all aspects of the annual External Advisory Board meetings
- Organise, coordinate and promote UNLOC workshops aimed at researchers, Government departments, policy makers and members of the public

The above is not an exhaustive list of responsibilities but covers the main components of the role. The post holder may be asked to carry out other specific tasks and duties as required by the Programme Director and the PMG.

Person Specification

The person appointed will be expected to have the following skills and experience:

Skills and Experience

- Excellent written skills, with experience of drafting correspondence and producing and presenting reports (essential)
- Experience of work as an effective administrator and/or PA (essential)
- Experience of effective handling of a large number of documents and version control
- Experience in a similar role within a large university or industrial research programme or project management office (desirable)
- Excellent communication skills, including the ability to present information effectively to a range of audiences (essential)
- A strong commitment to high levels of customer service (essential)
- Knowledge and experience of Higher Education environment (desirable)
- Experience with digital/social media marketing and promotion in a HEI environment (essential)
- Experience of events organisation (essential).
- Familiarity with the field of optical communications and telecom networks (desirable)

Information Technology Skills

- Sound experience in Microsoft Office (essential)
- Ability to produce documents for the web using Content Management Systems (essential)
- Detailed knowledge of digital & social media, trends and platforms as well as strong organisational and project management skills (essential)
- A good knowledge of SEO (desirable).
- Able to adapt to new software and systems quickly (essential)
- Proven experience of using IT successfully, and to a high standard (essential)

Effective Working Practices

- Very strong organisation skills using methodical approaches and paying close attention to details (essential)
- Ability to work effectively under pressure, managing workloads and prioritising tasks and having excellent time management skills (essential)
- Ability to work equally and proactively as part of a team, sharing information and ideas, and supporting colleagues (essential)
- Ability to working independently using good judgment and initiative (essential)

Personal Attributes

- Very good communication skills and the ability to relate to people at different levels from professional staff to project partners and collaborators from HEIs and industry in the UK and overseas (essential)
- Excellent customer service skills (essential)
- Energy and enthusiasm for science policy and promotion of research agenda (essential)

Skills and Education

- A' levels, plus GCSE Mathematics and English Language at grade C or above (or equivalent) (essential);
- University education to first degree level or higher (essential).
- Degree in electronic engineering/computer science/physics or a related discipline (desirable)
- Very good written skills (essential)
- Good numeracy skills (essential)

Ability to learn

- The post requires the capacity to update one's skills and knowledge, via UCL training, by 'on-the-job' experience and reading up on information disseminated within the department e.g. in 'all-staff' emails, or in minutes of departmental committees. Further examples are:
- Keeping up-to-date with IT developments
- Keeping up-to-date with national developments which affect the role e.g. new visa arrangements.

HOW TO APPLY

Please apply online via the following link: <http://www.ucl.ac.uk/hr/jobs/>

Informal enquiries regarding the post can be addressed to Rachael Stephenson, the current administrator rachael.stephenson@ucl.ac.uk or Professor Polina Bayvel, the PI & Head, Optical Networks Group p.bayvel@ucl.ac.uk, tel +44 20 7679 7921

For questions regarding the application process please contact Rhiannon Lloyd at r.lloyd@ucl.ac.uk quoting reference **1466856**

Closing Date: 24th June 2015

Regrettably, we are only able to contact candidates who are successful at the shortlisting stage. Thank you for your interest in this position.

UCL Taking Action for Equality