

JOB DESCRIPTION

Vacancy Ref: N1237

Job Title:	Administration and Graduate Placement Manager	Present Grade: 6
Department:	Lancaster Environment Centre	
Directly responsible to:	Centre for Global Eco-Innovation Operations Manager	
Supervisory responsibility for:	Project Administrative Support Officer x 3	
Other contacts	<p><i>Internal:</i> The wider project team and Enterprise and Business Partnerships team, researchers and academics across the university, knowledge exchange staff across the university, the university Project Support Unit and other internal support services (e.g. marketing, admissions, procurement and finance).</p> <p><i>External:</i> Project teams, researchers and academics at partner institutions (Liverpool John Moores, Chester, Cumbria and Central Lancashire) and the Centre for Ecology and Hydrology, North West SMEs involved in the Centre, members of the project operational and steering groups, representatives from sub-regional partnerships and Local Enterprise Partnerships (LEPs) and those providing business support within the region.</p>	
Major Duties:	<p>To take day-to-day responsibility for all administration associated with ERDF projects run under Centre for Global Eco-innovation (CGE) (LoCaL-i, Eco-Innovation Cumbria and Eco-Innovation Cheshire & Warrington) and graduate placement activities. The role holder would work with an established team to deliver this. Principle responsibilities include:</p> <ol style="list-style-type: none"> 1. Providing line management to the three Project Administrative Support Officers and coordinating administrative support provided across CGE projects. 2. Leading administrative support for our low carbon ERDF projects with support from colleagues. 3. Supporting the development and delivery of graduate CGE collaborative projects between regional SMEs and Lancaster University. 4. Development of project briefs (in consultation with partner business and academic staff) for placement opportunities via the CGE projects for LEC undergraduate (UG) and postgraduate (PG) projects. 5. Management and monitoring of administration processes which place Lancaster students in the CGE cohort with businesses (including liaison with partner companies, academic staff and students). Act as a main point of liaison and coordinate relations between academic staff, company staff and students including site visits. 6. Responsibility for the development of Health & Safety procedures relating to placements and their effective monitoring and review (in addition to those established by the University Safety Office). 7. Participation in departmental and faculty initiatives to expand experiential learning programmes in business for UG and PG students where it enhances and benefits the delivery of the CGE programme. 8. Measurement of placement benefits, and the development of associated case study and promotional 	

material to support student recruitment.

This post will support the Centre Manager and Operations Manager in the development of a programme of shorter-term collaboration between SMEs and Lancaster University. You will work effectively with the Head of Enterprise & Business Partnerships in the Lancaster Environment Centre to ensure CGE integrates into the wider programme of projects and activities underway within the department. You will be responsible for the full administrative support of CGE projects and will fulfil any other duties consistent with the nature and grade of the role as specified by the Centre Manager.



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