

**JOB DESCRIPTION**  
**Project Administrator, Faculty of Science & Technology**  
**Vacancy Ref: N2308**

<b>Job Title:</b> Project Administrator	<b>Present Grade:</b> 5s
<b>Department/College:</b> Faculty of Science and Technology	
<b>Directly responsible to:</b> Next Gen Chem Programme Manager	
<b>Supervisory responsibility for:</b> NA	
<p><b>Other contacts</b></p> <p><b>Internal:</b> Programme Manager and Project Team, Project Support Unit, Academics, Business Development Staff, Graduates &amp; Students, Faculty Staff</p> <p><b>External:</b> Project Partners, Partner SME's, External Funders</p>	
<p><b>Major Duties:</b></p> <p><b>This is a key role in ensuring the successful delivery of a public funded project. The successful appointee must possess excellent interpersonal and communication skills, be able to work effectively within a team and ensure records associated with the project delivery are maintained at the level required.</b></p> <p><b>This post is funded by European Regional Development Fund.</b></p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>• Provide a full administrative and clerical support service for the project delivery team.</li> <li>• Provide support for running workshop activities for the project delivery team</li> <li>• Take responsibility for the co-ordination and administration of the delivery documents related to the Departments externally funded ERDF project in order to satisfy rigorous audit requirements.</li> <li>• To ensure all client information is kept up to date and continually maintain robust audit proof records to ERDF standards.</li> <li>• Collect and collate Academic timesheets in order to support ERDF project claims.</li> <li>• Contribute to the input of company related information to the project CRM system.</li> <li>• Monitor project delivery to ensure effective record keeping against specified ERDF monitoring requirements.</li> <li>• To liaise with client companies, Academic staff and project staff to advise on monitoring requirements and ensure effective record keeping.</li> <li>• To work closely with the Departmental Office Managers to provide all project financial records and support the monitoring of project spend against budgets.</li> <li>• To assist the Departmental Office Managers with project procurement and ensure ERDF procurement guidelines are met.</li> <li>• Assist with output collection, filing of supporting evidence and reports.</li> <li>• To assist the Programme Manager with the preparation of quarterly reports for the ERDF project including the preparation of detailed numeric funding outputs and ensure the relevant file notes are fully in line with the claim.</li> <li>• To act as initial point of contact for the Project Delivery Team for internal and external engagement.</li> <li>• Carry out any other duties in line with the grade of the post.</li> </ul>	



**European Union**

European Regional  
Development Fund

**This role is part-financed by the European Regional Development Fund**