## JOB DESCRIPTION

Vacancy Ref: N2561

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Project Administrator (Autonomous Inspection for Responsive and Sustainable Nuclear Fuel Manufacture AIRS-NFM)</th>
<th><strong>Present Grade:</strong></th>
<th>4</th>
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<tr>
<td><strong>Department/College:</strong></td>
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<tr>
<td><strong>Directly responsible to:</strong></td>
<td>Professor Malcolm Joyce</td>
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<td><strong>Supervisory responsibility for:</strong></td>
<td>N/A</td>
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### Other contacts

**Internal:**
Members of the Autonomous Inspection for Responsive and Sustainable Nuclear Fuel Manufacture (AIRS-NFM) research project team in Engineering, departmental administration, central administration

**External:**
Members of the Autonomous Inspection for Responsive and Sustainable Nuclear Fuel Manufacture (AIRS-NFM) team at the University of Strathclyde, Westinghouse Springfields Fuels Ltd., National Nuclear Laboratory and Mirion Technologies (Canberra UK).

### Major Duties:

1. To plan and support the scheduling of a range of meetings, workshop events, secondments of researchers to the premises of industrial partners, coordination of contributions to progress reports etc. for academic and support staff at Lancaster and (as required) partner institutions (Strathclyde), liaising with researchers and investigators from inside & outside the institution.

2. To fulfil a range of administrative tasks in support of the research and management requirements of the AIRS-NFM project, including:
   - Booking rooms/refreshments;
   - Managing recruitment activities, such as publicity, receiving applications and confirming participation;
   - Pre meeting instructions and compilation of meeting materials such as reporting and budget updates;
   - Providing practical assistance on the day(s) of meetings and periods of in-factor secondment for researchers including arranging meeting room bookings, transport/accommodation arrangements and on-line facilities etc.;
   - Managing travel arrangements and administrative requirements for conference submissions and bookings.

3. To be a point of contact for the AIRS-NFM project, and to play a key role in production of publicity material for project’s activities, for instance:
   - On telephone, via email or face-to-face meetings, respond to potential enquiries on the project’s scope and content etc.;
   - Compile publicity materials for the project, including establishing and maintaining the project’s website, and related updates for LUText etc.

4. Any other duties as may reasonably be required by the Head of Department of Engineering, or their nominee, consistent with the grade of the post.