



IMPACT

## EBRI ERDF Project Administrator

**Reference:** R210211

**Salary:** Grade 6, £23,067 to £25,217 per annum

**Contract Type:** Fixed term until 30/06/2022

**Basis:** Full Time

# Job description

This is an exciting opportunity to play a role in developing the next generation of bioenergy as a practical technology for business. As part of the knowledge transfer technical team at the European Bioenergy Research Institute at Aston University you will help bridge the gap between science and industry to delivery lasting benefits to the regional economy.

The European Bio-energy Research Institute European Regional development Funded project will deliver technical and knowledge transfer to help industrial and business development.

The European Regional Development Funding environment is complex and the project team requires sound administration to mitigate operational and financial risks.

The work will include face to face work with companies and on-site support for events and exhibitions.

## **Job Purpose:**

The Administrator is a key member of the EBRI team and is needed to provide essential coordination of the administrative support for the projects. This includes: preparing project reports, liaising with finance, managing the day-to-day finances on Agresso, coordinating admin support for project delivery including seminar/ workshop materials and venue arrangements, dealing with enquiries from potential participants, supporting the processing of applications, and providing administrative support to the EBRI ESIF Project team. Although this work is in a structured environment a high degree of initiative is required in order to achieve the required results from complex systems.

## **Main duties and responsibilities**

- ▶ Provide the high quality administration that will enable delivery of the EBRI ESIF project with minimal financial and reputational risk.
- ▶ Manage EBRI finances on a day-to-day basis, being the team lead on Agresso (Aston University finance database), setting up new suppliers and raising requisitions.
- ▶ Set up and manage robust record keeping systems to the standards required by ERDF project auditors.
- ▶ Keep details of financial transactions, monitor when suppliers have been paid, handle queries regarding payments and provide regular reports on progress to the EBRI Project board.
- ▶ Work and a bridge between the project team and the finance team to produce claim reports. This will include managing financial profiles and output targets.
- ▶ Work in a tactful and assertive way with academic participants in the project to secure and correctly classify time contributions to the project match funding package.
- ▶ Capture and retain evidence required by the project including time sheets, state aid paperwork and procurement records.

- ▶ Act as the point of contact for project procurement and ensure that all procurements fit within the current programme eligibility guidelines.
- ▶ Contribute to supporting the recruitment and selection process for Project participants, and the event management for Modules and other events.
- ▶ Further duties as required to provide support for the Project.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	Professional qualification in administration.	Application form
<b>Experience</b>	<p>Experience of managing project finances on a day-to-day basis on an electronic management systems (such as Agresso – the Aston University finance database) including setting up new suppliers and raising requisitions.</p> <p>Experience of setting up robust record keeping systems to the high standards required by project funders.</p> <p>Experience of managing and recording details of financial transactions, monitoring when suppliers have been paid, handling queries regarding payments</p> <p>Experience producing claim reports, including managing financial profiles and output targets</p> <p>Experience of working in an academic, corporate or government environment</p> <p>Accurately capturing and managing non-financial information for reporting purposes</p>	Application form, interview
<b>Aptitude and skills</b>	<p>Ability to provide the high-quality administration that will enable delivery of the project with minimal financial and reputational risk.</p> <p>Ability to work tactfully with different departments to achieve capture information required for the project (such as time sheets)</p>	Application form, interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	Project management qualifications	Application form
<b>Experience</b>	Experience of reporting to project boards Experience of ERDF project administration Experience of supporting bidding teams	Application form, interview
<b>Aptitude and skills</b>	Good customer facing manner able to support academic and industry events Ability to work on own initiative and unsupervised	Application form, interview



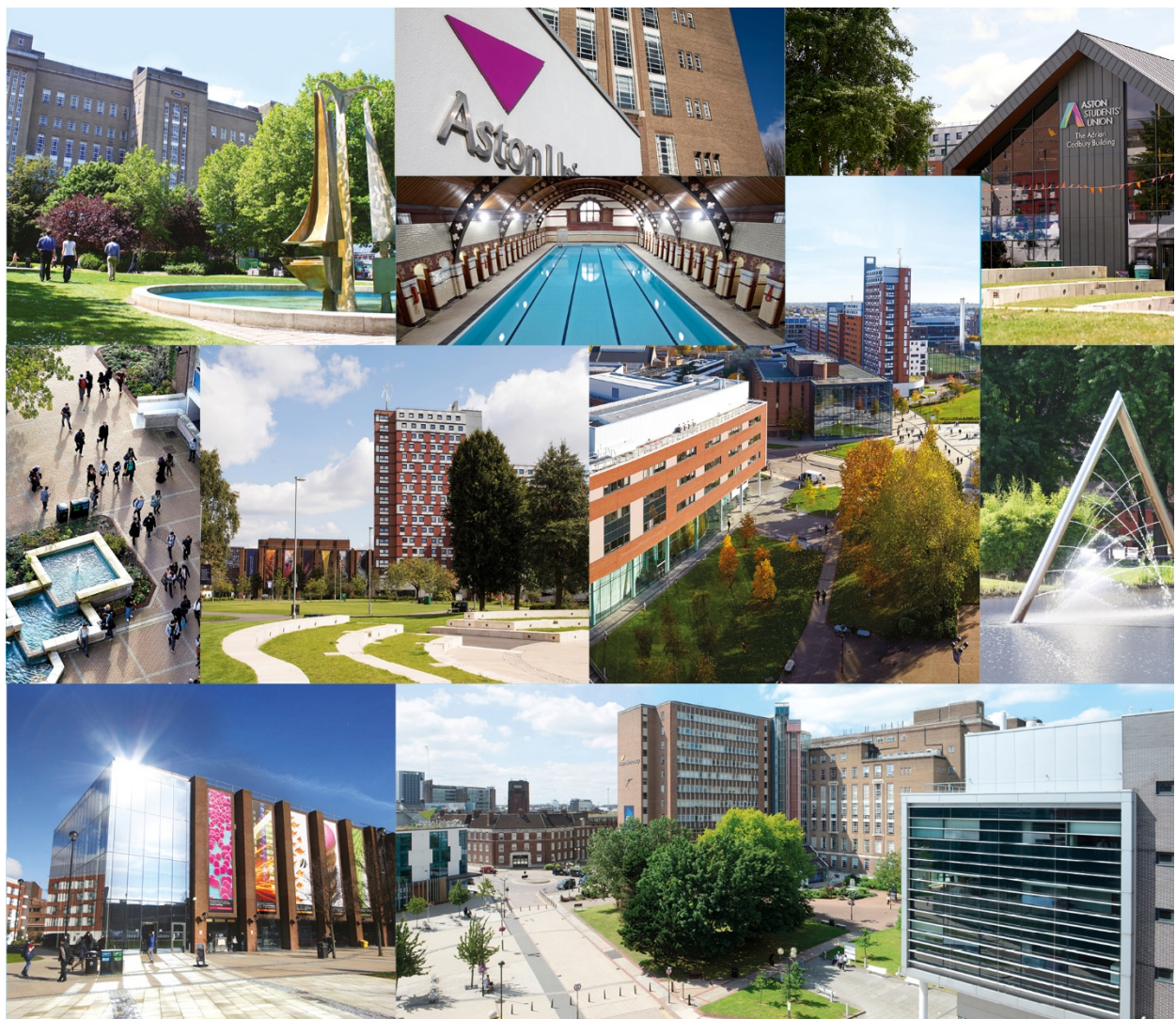
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Tim Miller

Job Title: Government & Enterprise Engagement Manager

Email: [t.miller1@aston.ac.uk](mailto:t.miller1@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure

that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:

#### **Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

#### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

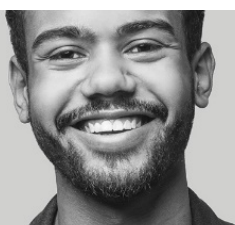
**Aston University**

**Birmingham**

**B4 7ET, UK.**

**+44 (0)121 204 3000**

**aston.ac.uk**



**Where change  
gets real.**