

## 1. Advertisement

**Post Title:** Senior Administrator

**School/department:** University of Sussex Business School/ Energy Demand Research Centre

**Hours:** Full-time hours considered up to a maximum of 36.5 hours per week / equivalent to 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** fixed term until 30 June 2028

**Reference:** 21225

**Salary:** starting at £28,759 to £32,982 per annum, pro rata if part-time.

**Placed on:** 17 July 2023.

**Closing date:** 14 August 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed.

**Expected start date:** To be confirmed.

An exciting opportunity has arisen at the University of Sussex for an administration professional to support the new Energy Demand Research Centre – an ambitious and dynamic research centre supported by a £15 million grant from UK Research Innovation, the Engineering and Physical Sciences Research Council and the Economic and Social Research Council. We anticipate the post will be full-time with scope for flexible working.

As the Senior Administrator, your main role is to support the day-to-day operations of the Centre, including research project administration, assisting with budgeting and internal reporting, the scheduling of meetings, and the organisation of events and other activities.

You will provide professional administrative and communications support to the Centre, assisting the Director, Operations Manager, Communications Manager and the Senior Data Officer. You will contribute to the smooth running of the Centre through the effective delivery of administrative and communications activities, taking responsibility for specific areas of work. This is a central role involving administrative and communications tasks across the 12 universities of the Centre, as well as project partners and wider stakeholders. You will work within a team of professional, research and academic staff, who are all working to achieve impact through the Centre's research.

For further information or to discuss the role please contact the Centre Director Professor Mari Martiskainen: [m.martiskainen@sussex.ac.uk](mailto:m.martiskainen@sussex.ac.uk) or the SPRU Research Manager: [ryan.giddings@sussex.ac.uk](mailto:ryan.giddings@sussex.ac.uk)

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students. We welcome applicants from all backgrounds but particularly encourage people from underrepresented groups to apply.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## 1. The School / Centre

As the Senior Administrator, you will support activities across the Energy Demand Research Centre and will be based in the University of Sussex Business School.

### The School

The [University of Sussex Business School](https://www.sussex.ac.uk/business-school) was formed in 2009 and comprises five departments: Management, Accounting & Finance, Strategy & Marketing, Economics, and the Science Policy Research Unit (SPRU). With its home in the Jubilee Building, a modern academic building at the heart of the campus, the Business School is a vibrant, ambitious and dynamic School with a strong research focus.

The School and SPRU are also home to the [Sussex Energy Group](https://www.sussex.ac.uk/energy) (SEG), which aims to understand and foster transitions towards sustainable, low-carbon energy systems through academically rigorous, world-leading research relevant to contemporary policy challenges.

The Business School's work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, to transform our world and your future. The School draws on many of Sussex's intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

The School's vision is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people. Its mission to achieve this vision is to:

- carry out high-quality research and develop innovative policy
- develop current and aspiring leaders who will champion critical and original thinking
- work internationally with businesses, governments, and others to deliver innovative approaches to management.

Please find further information about the School here: <https://www.sussex.ac.uk/business-school>

### Energy Demand Research Centre

The UK has a legal duty to become a Net Zero society by 2050, requiring a change in the way energy is used across different sectors of industry, businesses, transport and buildings. Without a significant reduction in energy demand, the UK is unlikely to meet these ambitions. Many UK homes and businesses have also faced high energy prices in the last year, bringing greater public attention to issues such as energy affordability and security. These challenges provide an opportunity for energy demand reduction to bring benefits via improved energy efficiency and broader societal changes to reduce emissions, secure prosperity, reduce inequality and improve quality of life.

As the UKRI's flagship £15 million investment in energy demand research, the Energy Demand Research Centre has a key role in providing evidence on actionable solutions for energy demand reduction across different sectors. The Centre is interdisciplinary, covering expertise in technological, social, economic, business and policy aspects.

Our overarching vision for the Centre is to inform and inspire energy demand reductions that support an affordable, comfortable and secure Net Zero society. Our five main research themes are:

- **Futures:** to understand the underlying conditions needed to deliver a low energy future in the UK to contribute to rapid greenhouse gas (GHG) emission reductions.
- **Flexibility:** to assess the needs, impacts and implications of demand-side flexibility – i.e. the capacity to use energy in different locations at different times of the day or the year – and to explore solutions that enable effective and equitable deployment of demand-side flexibility.
- **Place:** to build a new approach to place-based approaches and policy making which provides actionable insights, tools and processes which enable an acceleration of the Net Zero transition.
- **Governance:** to develop a research and action programme that contributes to the Centre's delivery of short-term impact and identifies feasible models, policies and pathways to overall energy demand reductions and decarbonization.
- **Equity:** to generate rigorous, interdisciplinary and actionable evidence and knowledge on how different energy demand solutions can deliver an affordable, clean and more equitable Net Zero energy system.

Our team comprises of 45 people from different academic backgrounds and disciplines, located across 12 different universities. We are committed to the principles of Equality, Diversity and Inclusion (EDI) and our core values are:

- Fair to people and the planet
- Transparent in our approach
- Bold in our thoughts and actions
- Open to different points of view
- Impactful towards the future of energy demand.

As a 5-year Centre, we have a strong focus on engagement with key stakeholders in academia, industry, policy, NGOs and the media, in order to achieve high impact for our research.

You can read more about how Prof Mari Martiskainen (University of Sussex) and Prof Sara Walker (Newcastle University), as the UKRI Energy Demand Research Champions, developed plans for the Centre via a three-stage stakeholder engagement process:

<https://www.ncl.ac.uk/energy/partnerships-funding/edrc/>

Official announcement of the Centre is available at

<https://www.sussex.ac.uk/news/university?id=61382> and a related blog

<https://blogs.sussex.ac.uk/sussexenergygroup/2023/07/13/new-funding-announced-for-energy-demand-research/>

## 2. Job Description

Job Description for the post of: **Senior Administrator, Energy Demand Research Centre**

**School/Division:** University of Sussex Business School

**Location:** Jubilee Building

**Grade:** 5

**Responsible to:** Operations Manager, Energy Demand Research Centre

As the Senior Administrator, your main role is to support the day-to-day operations of the Centre, including research project administration, assisting with budgeting and internal reporting, the scheduling of meetings, and the organisation of events and other activities.

**As Senior Administrator, your key responsibilities include the following:**

#### **Administration**

1. Arrange meetings and events, including bookings for rooms, catering, travel and accommodation.
2. Compile agendas and draft minutes for team meetings.
3. Organise and maintain e-mailing lists.
4. Create and maintain spreadsheets and other data files.
5. Assist in the collation and recording of information related to research and engagement activities.
6. Raise purchase orders and arrange payment of invoices via the University Finance System.
7. Support the Centre Director in administrative tasks such as diary organisation.
8. Assist with staff recruitment when required.

#### **Communications**

9. Assist the Communications Manager with preparing and editing key documents, including news articles, blogs, reports and newsletters.
10. Assist in producing and maintaining information on the Centre website.
11. Assist in developing and scheduling content for social media, including managing analytics.
12. Assist in the development of promotional materials and speaker briefings for events, webinars and workshops.

#### **Other**

13. Carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.
14. Work collaboratively across the Centre, the University, and key stakeholders to support team working that efficiently supports the achievement of the Centre's

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

### **3. Person Specification**

Senior Administrator, Energy Demand Research Centre

**Essential criteria for this post:**

#### **Qualifications**

- Educated to degree level.

#### **Skills/Abilities/Attributes**

- Effective planning, organisational and time management skills.
- Meticulous attention to detail.
- Excellent numerical and analytical skills.
- Ability to organise own workload and priorities, meet deadlines, and to support colleagues with theirs.
- Effective oral and written communications skills to work with diverse colleagues and stakeholders from industry, government, third sector, research councils and academia.
- Ability to provide clear information, explanations and interpretation where needed, and respond to questions and queries.
- A willingness to work both flexibly and to tight deadlines.
- Excellent interpersonal and team working skills.
- Commitment to equality, diversity and inclusion, ensuring fair treatment and opportunity for all.

### **Experience**

- Extensive administrative experience preferably in a higher education or other research setting and across multiple projects and sites.
- Experience of working on routine aspects of administration with senior staff in a busy and changing environment.
- Experience of processing and filing documentation and maintaining accurate records.
- Competent IT skills to include Word, Excel, Outlook, OneNote, MS Teams, social media platforms, web content management tools, Zoom, and mailing software.

### **Desirable criteria for this post:**

- Experience of organising events.
- Experience of maintaining websites and social media accounts.
- Experience of using Adobe Creative Suite, especially InDesign, or willingness to learn it.
- Willingness to prioritise work systematically.