

**Job Description for the Post of  
Business Innovation Support Co-ordinator (Ref: CET09/6)**

**1. General Details**

Job Title:	Business Innovation Support Co-ordinator
Location:	Faculty of Computing, Engineering & Technology
Normal workbase:	Stafford Campus
Tenure:	Permanent
Salary:	Grade 5 currently £21,459 - £24,877 per annum

**2. Job Purpose**

To support the achievement of targeted growth in the areas of employer engagement and work based learning including key responsibility for the leadership and coordination of all administrative support for the Faculty's negotiated framework with major employers.

**3. Relationships**

Responsible to: Manager of Business Innovation Support

**4. Main Activities**

- To support the development and operation of short courses and Work Based Learning programmes, including administration and award support to the portfolio of negotiated framework awards;
- To act as key link between the Faculty and its employer engagement partners to ensure effective professional support across a range of work based learning activity and to develop effective customer relationships;
- To undertake the day to day supervision of clerical support as allocated.
- To act as key point of contact between the Faculty and the University's Business Evolution Team;
- To be responsible for the overall planning and organization of all conferences and seminars, and employer/ industry visits managed through the Business Innovation Support Team.
- To undertake visits to specified employer engagement programmes as required to establish appropriate administrative support at the partner to deliver the negotiated award framework
- To be responsible for professional support activities related to Knowledge Transfer Programmes (KTP) including management of EPF's and monitoring of KTP associates.
- To provide support for funded employer engagement projects as required.
- To develop and produce regular reports on the Faculty's work based learning and employer engagement activities for senior managers
- To supervise clerical staff in their duties from time to time.
- To develop customer relationships with partners as required.
- To work as a member of the Business Innovation and general Administrative Support teams which will require the flexibility to support other faculty functions from time to time.
- To undertake any reasonable duties as requested.

## 5. Person Sought

The person sought will have/be:

- Educated to a minimum of HND or equivalent, ideally with a relevant professional qualification
- An understanding and appreciation of current employer engagement thinking including funding opportunities; KTP criteria, the Quality Assurance Agency (QAA) academic infrastructure and other relevant developments in the area
- Experience of working in a provider/client environment and in particular, of working with and supporting the needs of organisations outside of the University
- Experience of the preparation and management of events including conferences, meetings and short courses, including responsibility for resource allocation, monitoring and record keeping
- An understanding of the academic subject provision of the Faculty and therefore, comprehension of the product portfolio
- Able to liaise with academic colleagues for operational implementation of the employer engagement work of the Faculty
- The ability to prepare and deliver reports to a range of meetings.
- The ability to meet deadlines under pressure
- The ability to work under his/her own initiative
- High-level written and oral communication skills
- Excellent interpersonal skills
- Attentiveness to detail and accuracy
- Commitment to team performance
- An ability to use Personal Computers in the workplace for a range of tasks including spreadsheets, databases and presentation graphics (MS Office)
- Proven administrative experience with the ability to develop and introduce relevant systems to support employer engagement activities
- A commitment to the University's mission and delivery of the University Plan
- A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

## 6. Special Conditions

This is a permanent, full time post.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

March 2009

## Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

## Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### **Applying for this post**

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

**Please note that CVs will only be accepted in support of a fully completed application form.**

Completed application forms and any accompanying information should be returned via e-mail to [jobs@staffs.ac.uk](mailto:jobs@staffs.ac.uk) or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

**PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 1 DECEMBER 2009**

### **Procedure following Receipt of Applications**

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

**If you require a copy of the vacancy information in large print please contact us**

### Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

### Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

### Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

### CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

### Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

### Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

### Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

### Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post: -

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

\* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday  
Easter Monday  
May Day  
Spring Bank Holiday Monday  
Late Summer Bank Holiday Monday  
Christmas Day to New Year's Day (inclusive)

### Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

### Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.