



# Job Description

## UCLQ Administrator

**Department: London Centre for Nanotechnology**

**Grade: 6**

**Location: Bloomsbury Campus, London**

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### Reports to

Professor John Morton, UCLQ Director and Emma Grant, LCN Departmental Manager for Professional Services Support

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### Context

The UCL Quantum Science & Technology Institute (UCLQ), inaugurated in May 2014, serves to coordinate and support research across the university in a range of departments and disciplines, helping to develop this fast-advancing field of research. The institute promotes engagement with quantum science and technology, both for the public and for end users, including a range of public events, a network of government and industry stakeholders, and research into the responsible innovation policies.

UCLQ is hosted by the London Centre for Nanotechnology (LCN) based at UCL. The LCN is an interdisciplinary enterprise between University College London, King's College London and Imperial College London. In bringing together world-class infrastructure and leading nanotechnology research activities, the Centre aims to attain the critical mass to compete with the best facilities abroad.

The LCN has strong relationships with the broader nanotechnology and commercial communities, and is involved in much major collaboration. As the world's only such facility to be located in the heart of a metropolis, LCN has superb access to corporate, investment and industrial partners. LCN is at the forefront of training in nanotechnology, and has a strong media presence aimed at educating the public and bringing transparency to this emerging science.

The post is funded for 2 years in the first instance.

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### Main purpose of the job

The post holder will provide administrative support to UCLQ, assisting the Directors and other key members of UCLQ in the day-to-day running. S/he will also provide personal assistant support to Professor John Morton as and when required, including diary management, processing expense claims and servicing committees.

The role requires interaction with many people within and external to UCL thus a professional attitude, willingness to help, and ability to remain tactful and assertive are required in order to adequately execute the duties outlined

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### Duties and responsibilities

#### Administrative Support to UCLQ

- First point of contact for all UCLQ related queries, including signposting to appropriate support and alerting the Directors of potential problems when relevant.
- Maintain records of information for submissions to Research Councils and other bodies as requested
- Set up, implement, and manage administration processes relating to UCLQ including contributing and suggesting ideas for the improvement.
- Responsible for the return of requests for information, for example, reporting on grants or UCLQ stakeholders.
- Assist line manager/Directors and UCLQ staff in undertaking background research, collating and analysing data/information, and writing of reports

- Provide administrative support to the EPSRC-funded Quantum Skills Hub grant, including assisting with the implementation and day-to-day management of initiatives such as the innovation fund, mobility fellowships and school tasters.
- Assist the EPSRC Quantum Technologies Centre for Doctoral Training Manager, as and when required with student matters related to the Quantum Skills Hub grant.

### **PA Support**

- Provide dedicated administrative assistance to Prof Morton, specifically diary management and associated paperwork, travel arrangements and attending to visitors.
- Financial activities such as processing orders and expenses as required
- Provide general administrative support which may include preparation of papers, producing PowerPoint presentations, creating or analysing spreadsheets, keeping financial records, use of UCL systems such as IRIS, Portico, SiP, MyFinance and MyView.
- Deal with a range of enquiries; deal with correspondence using initiative and knowledge of the working of the faculty and UCL. Drafting replies or referring to others if required; screening phone calls, taking messages as appropriate

### **Events and Liaison**

- Assist the UCLQ Business and Communication Manager with the arrangement of UCLQ events including Summer Schools, Seminars and Industry Days.
- Maintain databases for events such as invitation lists and expenditure
- Provide administrative support to the hosting of visitors including arranging travel, access to UCL and planning their schedule as required.
- Assist with the administration of UCLQ led calls, including the UCLQ Fellowship Scheme.
- Provide support to ad-hoc UCLQ events as required, including managing room bookings, arranging catering and publicising events.
- Provide administrative support to the UCLQ Continuing Professional Development course in Quantum Technologies.

### **Meetings and Committee Servicing.**

- Arrange meetings, including: contacting attendees; booking rooms and refreshments; servicing meetings (co-ordinating agenda, minute taking and all preparatory and post meeting administration).
- Co-ordinate and provide project and other information at meetings as required.
- Maintain committee documentation.

### **Other**

- Provide administrative support to the Prosperity Partnership in Quantum Software as required, including gathering information from partners on progress, arranging internal (quarterly) and external (annual) workshops, assisting with the preparation of reports, and arranging and minuting meetings.
- Provide administrative support to future UCLQ led funding bids as, and when they occur.

Due to the nature of the responsibilities the post holder may, with notice, be expected to be occasionally available beyond their usual working hours.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder. The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.



## Person Specification

Criteria	Essential or Desirable
<b>Qualifications, experience and knowledge</b>	
Minimum of 5 GCSEs at Grade C or above (Including Mathematics and English Language) or equivalent, or having acquired relevant experience.	Essential
Educated to A level standard, or equivalent, or having acquired relevant working experience.	Essential
Higher education to degree level or equivalent, or substantial relevant experience.	Desirable
Experience of administrative work in a busy office environment.	Essential
Experience of establishing, managing and maintaining databases.	Essential
Experience of event planning and management.	Essential
Experience of organising and servicing committees including taking minutes.	Essential
Experience of working with limited supervision and taking responsibility for meeting service standards and agreeing targets and managing workloads.	Essential
Experience of implementing and maintaining efficient office systems and procedures.	Essential
Experience of administrative work within the Higher Education sector, or similar.	Desirable
Experience of processing invoices and expenses using online systems such as UCL's Financial Information System (FIS)	Desirable
<b>Skills and abilities</b>	
Computer literacy and familiarity with the Microsoft suite of software to intermediate level in Word, Excel, Email, Outlook, diary management software and the internet.	Essential
Excellent verbal and written communication skills (including accurate grammar, spelling and punctuation).	Essential
Good interpersonal skills which enable the post holder to tactfully and assertively communicate with others, and to develop effective, professional working relationships across UCL and externally.	Essential
Proven consistent ability to meet tight individual and group deadlines and to manage one's own workload through effective prioritising, time management and organisational skills.	Essential
Ability to work collaboratively as a team and independently.	Essential
Ability to be discreet and maintain confidentiality when dealing with a variety of data.	Essential
Ability to use initiative and be proactive in dealing with workloads.	Essential
Commitment to high quality service provision.	Essential

Criteria	Essential or Desirable
Ability to research and extrapolate information using the internet and databases.	Desirable
Ability to collate and present information to inform reports for a variety of uses.	Desirable