

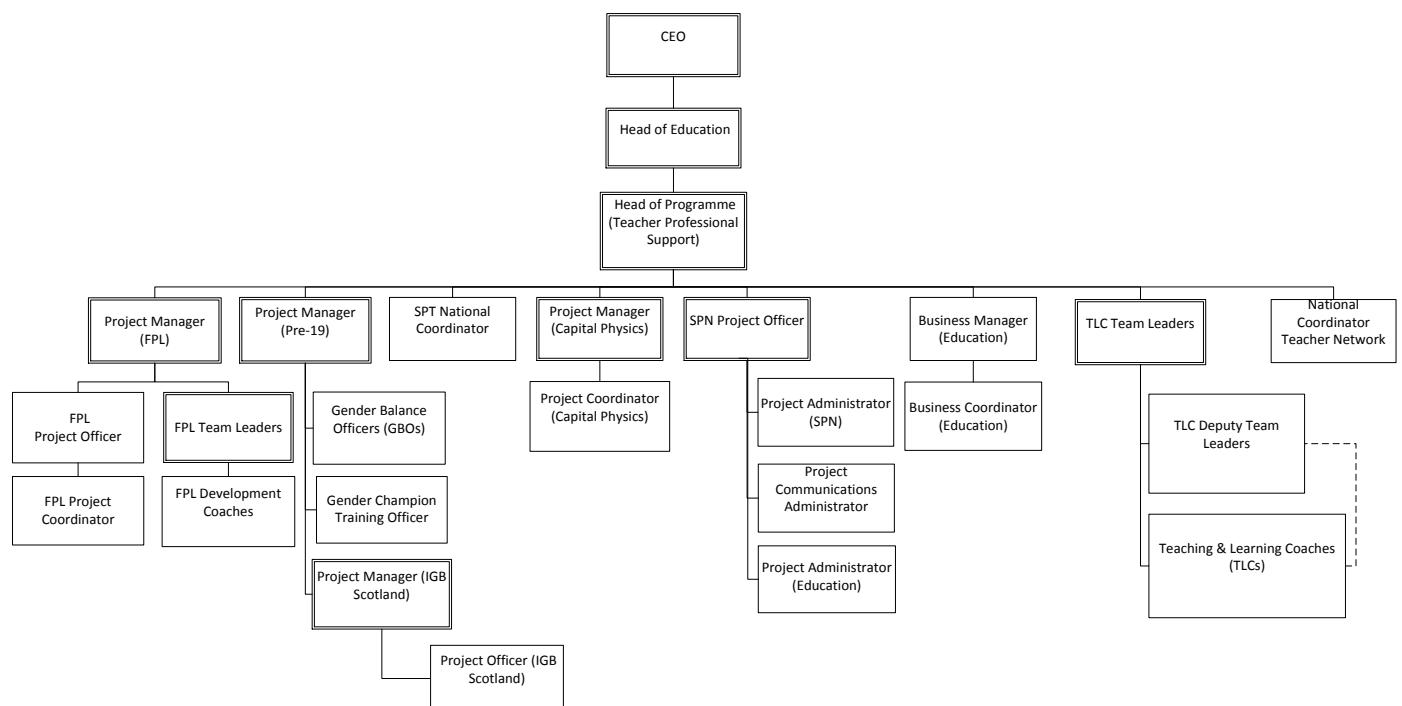
JOB DESCRIPTION

#JOB TITLE:	Project Administrator (Education) Fixed term contract to 31 March 2019
DEPARTMENT:	Education
JOB HOLDER:	N/A
REPORTS TO (JOB TITLE):	SPN Project Officer

JOB PURPOSE

Providing administrative support to education projects aimed at improving physics teaching through providing CPD to teachers and support to schools.

ORGANISATIONAL STRUCTURE



A job description is a written statement that aims to describe the main duties, and responsibilities of a role; it is not static and may change over time. Therefore this job description should be reviewed regularly in order to maintain its relevance, and you are expected to carry out any reasonable requests that are commensurate with the role

JOB DESCRIPTION

CONTEXT

This briefly sets out the necessary background, including the directorate/department's purpose, to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation

The department's purpose

The Education department has the following strategic goal:

- “Everyone should have the opportunity to choose to study physics and those that do should have access to high-quality education and well-informed choices about future careers.”

To achieve this, we will:

1. increase the number of 16-19 year olds studying physics, and within that increase the proportion of girls;
2. develop a community-led, evidence-informed curriculum and assessment framework at all age groups;
3. be recognised for having fostered an environment where research into pedagogy in Further and Higher Education can thrive and for our leadership in sharing best practice.

We are addressing these goals through 6 interlinked programmes:

1. Teacher recruitment and retention
2. Teacher professional development
3. Diversity in schools
4. Support and resources
5. Education policy and development
6. Pedagogy in higher educations

The job's context

The post-holder will support various projects within the education department, with a particular focus on the Stimulating Physics Network and the Future Physics Leaders project.

The Stimulating Physics Network (SPN) and the Future Physics Leaders (FPL) project are national education projects funded by the Department for Education (DfE) and managed by the Institute of Physics. Both projects provide professional development and support for teachers of physics in England. FPL specialises in supporting teachers and schools in areas of low social mobility, and SPN includes a focus on improving gender balance in physics education.

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TASKS & ACCOUNTABILITIES

A list of statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job.

2	<p>To provide, along with other staff, administrative support to education projects, including:</p> <ul style="list-style-type: none"> • Supporting the Physics Teacher Network, a team of contractors based around the UK. • Tracking and processing expense claims and invoices. • Processing time-log reports from contractors and field staff. • Liaising with colleagues in the Finance and HR departments as required.
3	<p>To provide, along with other staff, support with managing events and meetings, including:</p> <ul style="list-style-type: none"> • Supporting the delivery of SPN Summer Schools (4-day residential events for teachers) and other teacher days or network events. • Attending relevant meetings and events, to include some travel within the UK, with up to 10 overnight stays per year. • Arranging and administering project meetings as required.
4	<p>To act as assistant community manager for the TalkPhysics website, including:</p> <ul style="list-style-type: none"> • Vetting applications for access to restricted areas of the forum. • Approving events and troubleshooting any issues colleagues have with the events creation process/system • Managing the associated inbox and responding to queries. • General maintenance support for the website including identifying issues and forwarding them to the relevant TalkPhysics team members.
5	<p>To support the IOP education department and engage with the wider community of physics teachers, including:</p> <ul style="list-style-type: none"> • Managing the department's Listserv mailing lists. • Handling routine queries from colleagues, field workers, partners and schools in a professional and efficient manner. • Supporting and promoting the wider work of the Institute. • Providing other administrative support as required.

SCOPE OF DECISION MAKING / CHALLENGES

A summary, of no more than the 4 key main decisions/challenges the post holder may face in carrying out the accountabilities of this job.

- Managing own workload effectively and autonomously, taking into account the pattern of tasks and deadlines through the year.
- Ensuring accuracy in own work, especially with respect to reporting project outcomes, making payments to field workers and processing contracts.
- Using initiative, identifying opportunities to streamline and improve project systems where possible.
- Providing due diligence on the payment of expenses and invoices.

DIMENSIONS

- The Project Administrator (Education) reports into the SPN Project Officer.
- Authorise payments up to £1,000

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KNOWLEDGE, SKILLS & EXPERIENCE

*The below are the skills, qualifications, membership requirements and experiences that are **necessary** for full and effective performance of this role*

Skills

Essential:

- MS Office proficiency
- Intermediate-advanced knowledge of data management systems (e.g. Excel) – e.g. ability to use macros and/or relational databases is an advantage

Desirable:

- Familiarity with the use of social media in a professional context

Experience

Essential:

- Administration and office environments
- Presenting reports in a professional format
- Working flexibly, across multiple priorities and/or with remote workers

Desirable:

- Event or conference management
- School-based or other education-related projects
- A demonstrable commitment to supporting and promoting physics and science education.

Attributes

- Team player – the ability to work co-operatively with others to achieve common goals
- Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives
- Dependable – able to complete tasks to high standard and to deadline
- Ability to work with minimum supervision, prioritise workload, and handle multiple tasks i.e. excellent organisational and planning skills
- Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand

COMPETENCIES

The behaviours that must be demonstrated in the job

- Drive for results – Can be counted on to meet or exceed goals successfully
- Managing and measuring work – Takes responsibility for tasks and decisions
- Customer focus – Is dedicated to meeting the expectations and requirements of internal and external customers / partners
- Functional/technical skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
- Personal learning - Picks up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly