

**J O B   D E S C R I P T I O N   F O R M**

If you require more space in any section, please attach a further sheet.

<b>JOB TITLE</b>	Project Coordinator – Consultancy Services
<b>CURRENT POSTHOLDER</b>	Vacant
<b>DEPARTMENT/SCHOOL BUDGET CENTRE</b>	University of Birmingham Enterprise Ltd
<b>RESPONSIBLE TO</b>	Project Manager – Consultancy Services
<b>FULL TIME/PART TIME</b>	Full time; 37.5 h

Do you want to be part of a dynamic team at a prestigious organisation, helping us to create commercial impact?

The University of Birmingham is one of the most ambitious academic institutions in the UK and is looking to rapidly grow its international reputation. University of Birmingham Enterprise Limited (UoBE) is responsible for identifying, protecting and commercialising the intellectual assets of the University. We pride ourselves on working effectively with these innovators and transferring this expertise to a diverse range of industries across the world.

Our Academic Consultancy Service is at the forefront of this work. We are looking for a motivated individual to support our Academic Consultancy Service as a project coordinator on our consultancy and services engagements. We arrange hundreds of contracts on behalf of the University's academic members of staff each year, and it is an innovative, high performing business unit. As Project Coordinator – Consultancy Services, you will perform an integral role in helping the small, experienced team deliver and build on this success.

The employment package includes a salary in the range of £27,000-£32,000, a performance-related bonus scheme and additional pension benefit, all commensurate with your skills and experience. UoBE is based in a highly stimulating working entrepreneurial environment located on the vibrant Birmingham Research Park in Edgbaston, Birmingham and we are also currently operating a hybrid working model.

Additional details about the University of Birmingham and UoB Enterprise can be found at:

[www.birmingham.ac.uk](http://www.birmingham.ac.uk)

[www.birmingham.ac.uk/partners/enterprise](http://www.birmingham.ac.uk/partners/enterprise)



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**Main Duties**

Item	Duties
1.	<p data-bbox="188 434 703 468"><i>Service Delivery and stakeholder liason</i></p> <ul data-bbox="209 488 1509 1111" style="list-style-type: none"><li data-bbox="209 488 1509 555">• Support the ACS team in delivering an efficient, professional, and inclusive/accessible consultancy service for and with a diverse range of academics.</li><li data-bbox="209 573 1509 770">• The ACS team works in a fast-moving, reactive environment, and team members manage a range of concurrent complex activities. Academics will need to feel supported and fully equipped to be able to undertake academic consultancy in a timely, financially rewarding, and legally protected manner. Therefore, the individual needs to work efficiently while multitasking and have good attention to detail. The dynamic nature of the service requires team members to be comfortable with being both proactive and reactive, and to work efficiently while multitasking.</li><li data-bbox="209 788 1509 855">• The individual will be a 'go-to person' for questions related to academic consultancy and will need to speak with and convey authority on the subject to academics who wish to use ACS.</li><li data-bbox="209 873 1509 940">• Engage with academics and professional services staff that contact us with new enquiries or questions relating to consultancy and services projects.</li><li data-bbox="209 958 1509 1025">• Issue mail outs to new starters and to University of Birmingham academics promoting our services.</li><li data-bbox="209 1043 1509 1111">• Follow up on existing consultancy projects to track and record any outcomes, new opportunities, and flag projects as part of our impact capture agenda.</li></ul>
2.	<p data-bbox="209 1193 1286 1227"><i>Contract drafting, handling and distribution documentation, database management</i></p> <ul data-bbox="209 1305 1509 1843" style="list-style-type: none"><li data-bbox="209 1305 1509 1406">• Provide support to the ACS Project Manager by setting up new projects on the ACS database, issuing Contract Information Forms to academics via DocuSign, and draft both consultancy and services contracts using our standard templates.</li><li data-bbox="209 1424 1509 1491">• Manage project administration such as commencement letters, subcontractor agreements, letters of quotation and other related duties as reasonably required.</li><li data-bbox="209 1509 1509 1576">• Ensure the ACS database is kept up to date, recording new services and project information, and following up on outstanding projects, as required by the ACS Project Manager.</li><li data-bbox="209 1594 1509 1695">• Manage the migration of data to the company's new CRM database as and when required, looking for solutions to any potential issues with data migration and ensuring excellent attention to detail is applied to the implementation of ACS data on the new database.</li><li data-bbox="209 1713 1509 1843">• Where required, the individual will support the Head of Academic Consultancy Services (HACS) in the team's continuous improvement programme, assisting with business development initiatives, identifying 'high impact' projects in support of UoBE's strategic objectives, identifying and communicating continuous improvement ideas to the HACS.</li></ul>



3.	<p><i>Financial Administration support</i></p> <ul style="list-style-type: none"><li>• Support the Administration Manager in duties related to the successful management and delivery of our project finances. This includes raising invoices on the University's central finance system, setting up suppliers and new customers, and raising purchase orders.</li><li>• Complete and return client supplier set-up forms.</li><li>• Provide banking and insurance information to clients when requested.</li><li>• Support the Administration Manager and the Senior Accountancy Assistant during our auditing season, responding to auditing requests, seeking, and supplying requested documentation, and any other duties as reasonably required.</li><li>• Responding to academic queries related to their project financials in a timely and informative manner.</li><li>• In addition to the above, the post-holder will be expected to carry out other duties as reasonably required by the Head of ACS and by the CEO in accordance with the needs of UoBE as the organisation continues its current growth and/or the wider Finance function of the University.</li></ul>
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### **Knowledge, Skills, Qualifications & Experience Required**

*(Please give details of the knowledge, skills, qualifications, and experience for the job that are required in order to carry out the post effectively.)*

- A resilient, tenacious self-starter with the ability to prioritise workload, use their initiative, and to manage several competing projects simultaneously, navigating time pressures that often require an immediate change in focus.
- Good interpersonal skills, with the ability to establish credibility with academics, and with the University's professional services staff. Tolerance, patience, and diplomacy will be required to work effectively with academics that often have strong-minded views on how their consultancy projects should be arranged.
- Administrative experience is required, and any project management experience would be beneficial.
- Demonstrable experience of drafting and managing commercial contracts would be desirable, but not essential.
- Understanding of the academic environment and how technology transfer organisations operate in leading universities is beneficial.
- The individual should be degree educated (or hold an equivalent qualification).
- Strong organisation skills with the ability to efficiently manage multiple projects in parallel.
- Excellent attention to detail skills.
- Ability to take initiative and be a strong team-player.
- Ability to work under pressure to manage a high volume of work to meet demanding deadlines, ensuring high accuracy and delivery to high standards.
- Experience of working within an academic setting or at the academic/business interface would be advantageous but not essential.
- Willingness to think 'outside the box' when problem solving.
- An appreciation of equality, diversity and inclusivity. The postholder will need to ensure that the team and our activities are as inclusive and accessible as possible.



If you are interested in applying for this post please email your CV with a covering letter and contact information for two references to [workwithenterprise@adf.bham.ac.uk](mailto:workwithenterprise@adf.bham.ac.uk). Closing date is Monday 1<sup>st</sup> April 2024.

### Our values and behaviours



#### **Ambitious**

We are confident in the University of Birmingham and project this globally. We are focused on our goals, are clear about our strengths, and pursue our own direction. We are bold and take intelligent risks.

#### **Innovative**

We enjoy being the first to do things. Inspired by our Birmingham heritage, we are resourceful, creative, grounded, and practical, and seek to make a real and positive difference to the world around us.

#### **Open**

We welcome colleagues, collaborators, and students from across the world to work and study with us. We are committed to academic freedom, freedom of speech, and equality of opportunity for all. We expect everyone to act with sensitivity, respect, and fairness.

#### **Collaborative**

The major changes facing our city, nation, and the world cannot be solved if we act alone. We enhance our research and education by pursuing creative partnerships within and beyond the university.

#### **Responsible**

We operate with transparency, trust, and respect. We value our role as an anchor institution for Birmingham. We strive to be an excellent employer, to reduce inequalities in access to education, and to place sustainability at the heart of our work.