

Job Description

Job title	Project Administrator
Contract Type	Temporary, Part Time
Team	Broadland Food Innovation Centre Project Team
Site	Main Office at Hethel Engineering Centre, will work across multiple HIL run sites
Location	Various, across HIL owned and operated sites
Responsible to	Project Manager
Responsible for	N/A
Effective Date	January 2023
Contract End	October 2023
Weekly Hours	30 (4 Days per Week)

Role and Context

Job Purpose

The Project Administrator will support the Broadland Food Innovation Centre (BFIC) Project Team with administrative tasks needed to deliver a successful and efficient European Regional Development Fund (ERDF) project.

You are responsible for supporting the Project Manager with the coordination of Innovation Support Activities and outputs to ensure compliance with ERDF Funding Agreement, ensuring that BFIC team members work in compliance with the ERDF Funding Agreement.

Context

The Broadland Food Innovation Centre project team lead the support arm of the project, providing Food & Drink manufacturers in Norfolk and Suffolk with bespoke advice and guidance. The team is funded primarily by ERDF funding through to project completion in October 2023.

The project team works closely with delivery partners Broadland District Council (Lead Partner) and University of East Anglia. Broadland District Council has contributed to the project by building an incubator consisting of 13 food grade premises, test kitchens and sensory facilities. The University of East Anglia coordinate the Cluster, creating a community for the Food & Drink sector consisting of digital and physical activities designed to connect the sector, and connect into research.

Hethel Innovation Ltd (HIL) is a Limited company wholly owned by the County Council. Activities of the company are directed by a Board of Directors and, as set out in the Articles of Association, voting rights are such that the County Council representatives on the Board have the majority voting power at all times.

There is an agreed Shareholder Relationship Agreement in place between the County Council and Hethel Innovation Ltd which sets out the purpose of the company as being to deliver economic development activities in Norfolk to support the County Council's vision and objectives.

Other Job Information (e.g. any special factors or constraints)

You will be expected to travel to meetings and events as required. It is likely that this will be a weekly occurrence.

Some flexibility on hours will be required due to training and activities that need to take place outside of usual operating hours.

Hethel Innovation is an Agile company and all departments use Scrum approaches in their work, aiming to improve, develop and deliver in a collaborative and iterative fashion.

The role holder will be expected to on occasion support the rest of the BFIC team with duties that will ensure that project targets are met.

This role is funded by the Broadland Food Innovation Project and therefore the contract will end when the project does (30th September 2023).

Principal Duties

Role is:

- To support the delivery and recording of Broadland Food Innovation Centre activities and outputs, to ensure compliance with ERDF Funding Agreement
- To ensure all Delivery Team members work in compliance to ERDF Funding Agreement

ERDF Claim Support

- Supporting the Project Manager with the claims submission procedure
- Ensuring all project financial and output evidence meets the guidelines of our ERDF Funding agreement
- Ensuring all procurement meets the ERDF regulations and follows the BFIC Procurement Policy
- Ensuring all timesheets and salary information is recorded and up-to-date, meeting ERDF guidelines
- Supporting and regularly reporting financial information to the Project Manager
- Coordination of internal and external audits, including a summative assessment

Innovation Support Assistance

- Communication support within the project team and between the project team and external organizations.
- Development of new contacts who can support the success of the project.
- Maintenance of CRM management systems and records/documentation
- Co-ordination of Food Advisor calendars to deliver Innovation Support
- Performing of pre-support delivery and post-support delivery administrative procedures
- Identification of new project beneficiaries

The Project Administrator will be expected to carry out other duties appropriate to the nature and grade of the post, as directed by their Line Manager

KPIs

The Project Administrator will support with the delivery of the project outputs, which are:

- 90 Food & Drink Businesses Support
- 40 Businesses working alongside Research Institutes
- 5 New Products Launched to Market
- 25 New Product Launched to Firm
- 41 New Jobs Created

Person specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • 3 GCSE's A – C or equivalent 	<ul style="list-style-type: none"> • Business Administration Qualification
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Proven experience of working with MS office, including Word, Excel and Outlook • Knowledge of working on CRM systems • Proven experience of managing multiple tasks 	<ul style="list-style-type: none"> • Working on a funded project • Working on an ERDF/ESIF funded project • Working with public sector
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Good decision maker • Ability to work on own • Ability to work under pressure • Ability to multitask and prioritise • Full driving license and ability to travel/work at multiple sites 	<ul style="list-style-type: none"> • Agile methodologies • Business knowledge (particularly start-up and SME)
Behaviours	
<ul style="list-style-type: none"> • Honesty • Integrity • Reliability • Flexibility • Pragmatic • Accountable • Proactive • Courage • Pride 	

General Information

- The job description details the main outcomes of the job and will be updated if these outcomes change.
- All work performed/duties undertaken must be carried out in accordance with relevant HIL policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The information in this job description is accurate and reflects the requirement of the role:

Line Manager: Jordan Sharman

Position: Project Manager

Date: December 2022