



**European Union**  
European Regional  
Development Fund

**OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP  
JOB DESCRIPTION**

**Innovation Support for Business (ISfB) Administrator**

**Salary:** £17,161 - £19,126

**Contract:** Full time fixed term contract to 31 March 2020 with potential to extend subject to external funding.

**Report to:** ISfB Project Manager

**Job Purpose:**

- Work with the Innovation Project Manager to support the European Regional Development Fund (ERDF) funded Oxfordshire Innovation Support for Business (ISfB) project.
- Assist with ERDF claims on a quarterly basis with the Compliance Officer.
- Assist small and medium enterprise (SME) enquiries through the web portal, phone and emails.
- Project data entry including logging enquiries, screening and registering SMEs.
- Assist with audits from the Managing Authority, Department for Communities and Local Government (DCLG).
- Assist with gathering claims data internally, from Oxfordshire County Council and from Delivery Partners.
- General administration support for the wider ISfB/OxLEP business team.
- Organise project meetings, take minutes of meetings and distribute to relevant parties.
- Support the communications, marketing and publicity activities of the project.

**Main Duties:**

- Quarterly claim submissions.
- Handle SME enquiries (office based).
- Update the project's webpages and social media accounts, as required.
- General administration of paper and electronic files.
- Assist with partner claims where needed.
- Collect, process and input data into the team's information management/ filing systems and databases (e.g. relevant finance and client relationship management (CRM) systems) ensuring accuracy, confidentiality and security of data and compliance with statutory requirements
- Ensure that all duties and services are provided in accordance with OxLEP's standards, policies and procedures.

**General accountabilities:**

- To be responsible for ensuring that all relevant policies and procedures are adhered to and concerns are raised in accordance with these policies.
- Undertake such other duties as may reasonably be required of you as required to support the business needs including maintaining business continuity.
- Comply with individual responsibilities for health and safety in the workplace including taking action to reduce the risk to self and others and contributing to the maintenance of a healthy and safe working environment.

The nature of this post will require flexibility to meet urgent work needs as they arise. This may entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

## **OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP**

### **SELECTION CRITERIA**

**Job Title:** Innovation Support for Business Administrator

#### **Essential knowledge**

- English Language and Mathematics GCSE Grade C or above, or equivalent
- Relevant work related experience in a similar role
- Knowledge and experience in project administration
- Knowledge and experience of client relationship management (CRM) systems and databases

#### **Essential experience**

- A minimum of one year administrative experience
- Front line service (visitor/telephone) experience
- Experience and regular use of Microsoft Office applications and the Internet, including Word, Excel, Outlook and PowerPoint, to at least an Intermediate level
- Experience of handling data and statistics
- Experience of inputting and retrieving data from ICT based record systems
- Proven ability to work effectively to deadlines
- Experience of information research and collation using the internet/web based systems

#### **Essential skills**

- Excellent organisational skills with the ability to prioritise own workload and support others to meet their deadlines
- Proven ability to work on own initiative, multi-task, meet deadlines and maintain attention to detail
- Good numeracy skills and proven ability to maintain financial and budget records
- Ability to communicate effectively with internal and external clients and staff, verbally, in writing, by email and in person
- Ability to work calmly under pressure prioritising competing demands effectively

### **Personal qualities**

- Must be self-motivated, flexible, well organised and able to work as a member of a team
- Strong attention to detail
- Must be able to complete work to a high standard and on time
- Commitment to own personal and professional development and to the development of others
- Commitment to providing good customer service with a drive for continuous improvement
- Able to deal with work of a confidential nature
- Willingness to work outside normal office hours on occasions

### **Employment package**

Salary £17,161 - £19,126 per annum depending on experience.

28 days annual leave per annum.

Flexi time policy.

Generous contributory pension scheme.

The position is offered on a fixed term basis or secondment opportunity to 31 March 2020. Extension is dependent on securing external funding.

For an informal discussion about this role please contact Richard Byard, Director of Business Development on 07584 909508

To apply for this position please send your CV and a covering letter (max 4 pages) outlining your experience against the person specification above to:

**Richard Byard, Director of Business Development, OxLEP, Jericho Building, Activate Learning - Oxford, Oxpens Road, Oxford, OX1 1SA or by email [richard.byard@oxfordshireLEP.com](mailto:richard.byard@oxfordshireLEP.com)**

Closing date for applications is 5.00 pm Monday 10 July 2017

Interviews will be held in Oxford on 17 July 2017