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**Faculty of Technology**

**Faculty Office**

**Innovation Assistant – Student Placement**

**ZZ007633**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £18,529 - £20,092 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides".



**UNIVERSITY OF PORTSMOUTH**

1. **JOB DESCRIPTION**

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| **Job Title:** | Innovation Assistant – Student Placement |
| **Grade:** | 2 |
| **Faculty/Centre:** | Faculty of Technology |
| **Department/Service:**  **Location:** | Faculty Office  Technopole, Kingston Crescent, North End, Portsmouth, PO2 8FA |
| **Position Reference No:** | ZZ007633 |
| **Responsible to:** | Business Development Manager – South Coast Centre of Excellence for Satellite Applications |
| **Responsible for:** | N/A |
| **Effective date of job description:** | Feb 2022 |

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| **Purpose of Job:**  Satellite remote sensing, navigation and communications play a vital role in a wide range of industry sectors. They are particularly important for the Blue Economy, which contributes significantly towards the total South Coast economy. The South Coast Centre of Excellence (SCCoE) brings together academic, industrial, government and third-sector partners to form a world-leading cluster for satellite applications, delivering widespread technological and economic benefits for the South Coast region, with national and international impact. More information can be found here:  <https://sa.catapult.org.uk/south-coast/>.  We are recruiting an undergraduate student placement as part of their year in industry. The post-holder will be assigned to the SCCoE core team, based within the University of Portsmouth to assist the team and other organisations in the centre consortium including the Satellite Applications Catapult and the UK Space Agency.  The post holder will focus on assisting with the organisation and promotion of events, exhibitions and activities. They will actively participate in social media campaigns, website content creation, newsletter and blog writing and all aspects of events and exhibitions organisation, including promotion and support to the activities associated with the running of events. Additionally, the Innovation Assistant will assist with administrative project tasks, CRM management and access to the Space Enterprise Lab, an innovation space for use by businesses to connect and collaborate.  We are looking for a highly motivated individual who can demonstrate a passion for the UK space applications sector. Additionally, we would expect that you can demonstrate the ability to prioritise tasks, in order to manage your workload successfully and work to competing deadlines. You will also be willing and keen to learn and have the ability and/or potential to engage with a wide range of people, networking opportunities and events - some of which you may have helped to organise. |

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| **Key Responsibilities:** |
| 1. Work closely with the SCCoE project team to ensure successful delivery of SCCoE objectives. 2. To provide administrative support to the SCCoE team. 3. To support the Centre’s media and communications activities, including websites, blogs, social media presence etc. 4. To assist in the administration, organisation and promotion of external SCCoE events, including attending and helping during events along with the other team members. 5. Monitoring and responding to emails from stakeholders and SCCoE partners, answering simple enquiries and maintaining databases. 6. To liaise with external partners and University colleagues as required. 7. To attend meetings as needed, initiating any necessary actions assigned and working proactively with the team to assist with tasks. 8. To assist in the organisation of public and business programmes, such as public talks, participatory events, and workshop activities where appropriate. 9. To liaise with other departments, including Corporate Communications and the Press Office as required. 10. Any other duties as may reasonably be required by the team, with agreement from the Line Manager. |

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| **Working Relationships:** |
| **Internal:**  SCCoE Core Team  Faculty of Technology professional support staff  Central University professional support staff  **External:**  Wider SCCoE Consortium  Venue hosts and events teams  Commercial companies supported by SCCoE  UK ESA Regional Ambassador Platform Network  SPRINT network  Catapult Network |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Good understanding of working in a customer-facing environment and/or a communications role | E | AF/S |
| 1.2 | Digitally literate with experience of common office-based products and online platforms (e.g. google docs, gmail, google calendar, Microsoft word, excel and powerpoint) | E | AF/S |
| 1.3 | Knowledge of the space applications sector and the potential benefits for business and society | D | AF/S |
| 1.4 | Ability to meet strict deadlines | E | AF/S |
| 1.5 | Event organisation and management | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Excellent communication skills. | E | AF/S |
| 2.2 | Excellent written skills. | E | AF/S |
| 2.3 | Good organisational skills. | E | AF/S |
| 2.5 | Able to interact effectively with people at all levels. | E | AF/S |
| 2.6 | Ability to grasp client needs and deliver effective and practical solutions. | D | AF/S |
| 2.7 | Able to deliver tasks in set timescales | E | AF/S |
| 2.8 | Ability to assimilate new procedures quickly. | D | AF/S |
| 2.10 | Meticulous eye for detail. | E | AF/S |
| 2.11 | Business literate | E | AF/S |
| 2.12 | Appreciation for the needs of business and how to communicate effectively with business professionals | D | AF/S |
| 2.13 | Proven administrative skills | D | AF/S |
| **3.** | **Education &/or Training** |  |  |
| 3.1 | Currently engaged in a University Degree and looking for a placement opportunity as part of that | E | AF/S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Positive and proactive attitude to work and colleagues. | E | AF/S |
| 4.2 | Have an interest in innovation, research and development. | D | AF/S |
| 4.3 | Ability to work effectively under pressure. | D | AF/S |
| 4.4 | Flexible with the ability to use initiative and work as part of a team. | E | AF/S |
| 4.5 | Willingness to undertake training as required. | E | AF/S |
| 4.6 | Willingness to travel (as part of a team) if required. | E | AF/S |
| 4.7 | Enthusiastic and motivated to promote the Faculty, the University and the project. | E | AF/S |
| 4.8 | Willingness to work occasional weekends and evenings as required. | D | AF/S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Test, Presentations)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | LOUISE BUTT |
| **Date** | MAY 2022 |
| **Extension number** |  |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.