



JOB DESCRIPTION

Job title	Operations Administrator	Department	Ada Lovelace Institute
Job holder	Vacant	Reports to	Head of Operations & Strategic Development
Job type	Part-time (3 days per week or equivalent), fixed term for 1 year	Date created	April 2024

Job aim

To ensure the efficient functioning of the Ada Lovelace Institute by providing administrative support to the Operational and Strategic Development Directorate. This involves close working with the Head of Operations and Strategic Development to manage processes related to finance, human resources, grants, and information administration.

The role will build strong relationships with the Nuffield Foundation’s HR, Finance and IT functions to help ensure shared processes are administered. Additionally, the Operations Administrator work closely with staff across Ada, making sure it is a collaborative and supportive place to work.

Responsibilities, including but not limited to:

1. Operations and Administration

- Provide administrative support to the Head of Operations and Strategic Development, and wider Ada team. Including:
- Act as a first point on contact on matters of administration and operation for the Ada team, supporting them to work efficiently and effectively, escalating to the Head of Operations as required.
 - Administering financial and HR processes such as the coding and processing of invoices, organising induction meetings.
 - Monitoring grant administration and reporting cycles, providing advance notice of upcoming reporting requirements to research teams.
 - Oversee and spot opportunities to improve administrative and office systems across Ada, to ensure smooth running and excellent communication.

2. Information Management

- Maintain Ada’s electronic filing structure (SharePoint) and Microsoft Teams structure. Making sure they are both up-to-date and easily to navigate.
- Oversee the organisation and maintenance of Ada’s intranet (housed on Notion). Making sure information is up-to-date and useful (e.g. drafting ‘how-to’ guides for processes).
- Conduct regular checks and audits of stored information, working with research teams to ensure that information is up-to-date and compliant with GDPR.
- Work closely with the Nuffield Foundation’s IT team to escalate issues and help to ensure Nuffield Foundation processes are followed.

3. Scheduling and Events

Provide scheduling and events support to the Head of Operations and Strategic Development and other staff, including:

- Arranging and coordinating meetings on behalf of the Senior Leadership Team and the wider team as needed.
- Support the Head of Operations and Strategic Development in the management of Ada's Board, scheduling Board meetings and dinners.
- Organise dates, room bookings, AV and logistics for meetings and Away Days.
- Taking minutes or notes at meetings, as required
- Working closely with the Nuffield Foundation Front of House team to ensure a good flow of information in regard to events and meetings and office matters.
- Providing diary management for the Director as required.
- On occasion, supporting the Communications Team in the organisation and management of Ada Events and meetings.

4. Supporting Team Development

Support the Head of Operations and Strategic Development in matters of team development, including:

- Spotting opportunities to ensure that Ada is a supportive and inclusive place to work.
- Helping to organise social events and team building occasions.

The above list of key responsibilities (and associated activities) is not exhaustive. The Ada team is small and flexible, and it may be necessary to carry out other work within the scope of the role, as reasonably requested.

Person Specification: Operations Administrator	Essential (E), Desirable (D)
Experience	
▪ Experience of administrative roles, planning and organising	E
▪ Working in a team supporting multiple people	E
▪ Experience of synthesising and analysing information and data	D
▪ Experience of processing financial transactions, including invoices and expenses.	D
▪ Experience of administering contracts and the contracting process	D
Knowledge and Skills	
▪ Knowledge of office systems and processes	E
▪ Excellent administrative and organisational skills	E
▪ Strong written and verbal communication skills	E
▪ High-level IT skills (including Word, Excel, PowerPoint and Outlook)	E
▪ Good numeracy skills	E
▪ Ability to work to a high level of detail and accuracy	E
▪ Ability to work flexibly juggling tasks and prioritising where necessary	E
▪ An understanding of equity, diversity and inclusion in the workplace.	E
▪ Ability to spot opportunities for improvement in processes and ways of doing things	D
Personal Qualities	
▪ Proactive and willing to 'muck in'	E
▪ A collaborative and inclusive working style	E