

Oxford Road Corridor

Partnership Administrator Application Pack
APRIL / MAY 2021

Introduction

Stretching out south from St Peter's Square in the city centre, the Oxford Road Corridor is Manchester's innovation district with a unique concentration of knowledge, business and cultural assets. Within one square mile, there are two of the UK's largest universities, a university NHS foundation trust, and a large cluster of digital, technology and life science businesses.

The Oxford Road Corridor is home to 42,000 residents, 8,800 businesses, 74,000 students and 79,000 employees. The area accounts for 20% of Manchester's economic output and is accessible to over 3 million people via public transport.

Many of Manchester's iconic music venues, auditoriums and exhibition spaces are based within the Oxford Road Corridor as well as a thriving night-life and an abundance of cafés, restaurants and bars. Nestled between the beautiful architecture and landmarks are historic parks and contemporary green spaces.

The Oxford Road Corridor is overseen by a partnership comprising both The University of Manchester and Manchester Metropolitan University, Manchester City Council, Manchester University NHS Foundation Trust, Bruntwood, Manchester Science Partnerships, HOME, Royal Northern College of Music and representation from many of Manchester's leading cultural institutions. A collaborative ethos enables the Oxford Road Corridor to capture opportunities and bring exciting projects to fruition.

Oxford Road Corridor's Strategic Vision 2025 is for this area to be:

“Manchester's cosmopolitan hub and world-class innovation district, where talented people from the city and across the world learn, create, work, socialise, live and do business; contributing to the economic and social dynamism of one of Europe's leading cities”



What we're looking for

An opportunity to join the business as a Partnership Administrator has arisen. You will be working as part of the Oxford Road Corridor team to deliver excellent administrative support with a high degree of accuracy and organisation, alongside providing high-quality and comprehensive secretarial support to the Partnership Director whom you will be reporting to.

You will service high level meetings, including the circulation of papers and minute taking. You will be expected to establish and maintain relationships with key external partners, including the partnership's network of secretarial/PA staff.

The role would suit either an experienced administrator/PA or a highly motivated individual that wishes to develop their career in a fast-paced role as part of one of Manchester's most exciting partnerships.



Main Responsibilities

- To prepare reports and presentations for the Partnership Director.
- Provide dedicated, comprehensive and flexible administrative support.
- Providing a primary point of contact for the Partnership Director and Oxford Road Corridor, ensuring that queries and issues are dealt with efficiently and effectively and escalated where appropriate.
- Servicing high level meetings, workshops and forums (including the circulation of papers, hospitality, minute-taking and room booking).
- Provide support for the Social Media and Marketing Manager, assisting with website and social media content.
- Establish and maintain relationships with key external partners (including the partnerships network of secretarial/PA staff).
- Administrative responsibility for the smooth running of the Director's office, including maintaining office operating policies relating to equipment and consumables, IT services and health and safety issues.
- Planning and support of national and international delegations.
- To represent the team at events, meetings and tours as appropriate.
- Ensuring expenditure remains within budgetary limits and that accurate financial records are processed and maintained.
- Any other duties as may reasonably be commensurate with the post.



Person Specification

- Exceptional organisational ability with the ability to manage a busy diary.
- Demonstrable experience in servicing high level meetings.
- Excellent written and oral communication skills, including excellent customer service.
- Ability to use foresight, anticipate problems and be pro-active in researching and finding solutions.
- A sustained period of administrative experience, which demonstrates the ability to provide professional and efficient service to partners and management of complex records.
- Experience in using in house procurement and ordering systems (such as P2P) and a familiarity with purchase orders and invoicing.
- Experience in reporting expenses and monitoring basic budgets.
- Excellent IT skills including Word, Excel, PowerPoint and Outlook.
- Demonstrable experience of applying appropriate technology to improve systems/running of an office.
- Experience of prioritising own workload to meet set objectives.
- A willingness to engage in continuing professional development and training as necessary.
- Experience of working within higher education/public sector setting.
- Ability to work under own initiative and as a member of a team.



Benefits

- You will be joining one of the city's most influential and ambitious partnerships, working as part of a team on a wide range of exciting and interesting projects.
- This is an opportunity to play your part in shaping a unique innovation district in one of the UK's leading cities. You will be based at the heart of the innovation district, on Oxford Road, in modern offices, with the opportunity to work flexibly.
- We are a small team, but there will be opportunities to be engaged with other aspects of the Partnership's work.
- 25 days annual leave, Christmas closure days and bank holidays.
- The role is an initial 2-years fixed term contract paying: £25,944 p/a and access to a very competitive pension scheme.



Application deadline and how to apply

Deadline for applications is Friday 14th May 2021. To apply for the role please submit a covering letter detailing why you're a suitable candidate for the role and a copy of your most recent CV to info@oxfordroadcorridor.com.

No Agencies Please.

