

Job Title:	Senior Administrator, IPCC WG-III Technical Support Unit
Department/Division/Faculty:	IPCC WG-III Technical Support Unit / Centre for Environmental Policy / Natural Sciences
Campus location:	South Kensington Campus
Job Family/Level:	Professional Services, Level 3b
Responsible to:	Co-chair IPCC Working Group III
Reports to:	Head of TSU (Operations)
Key Working Relationships (internal):	IPCC Technical Support Unit members, Centre staff, Colleagues across College including Research services
Key Working Relationships (external):	IPCC Technical Support Units of other Working Groups, IPCC Secretariat, IPCC authors, government focal points, external visitors and other external stakeholders.
Contract type:	Maternity cover, full time, fixed term from to 31 January 2021

Purpose of the Post

The role of Senior Administrator within the Intergovernmental Panel on Climate Change (IPCC) Technical Support Unit (TSU) is key in enabling the day-to-day operational running of the TSU, providing support to all members of the TSU, including those based overseas. The Senior Administrator is the main external facing communicator for the WG-III TSU, providing support to IPCC authors and acting as the key contact point between the WG-III TSU and authors.

The Senior Administrator also supports the supervision and training of the IPCC WG-III TSU Personal Assistant and leads in the organisation and running of offsite IPCC meetings.

The role is maternity cover, full time and fixed term.

Key Responsibilities

- Communication (20%)

The main external facing communicator with the IPCC on behalf of the WG-III TSU, responsible for liaising with governments in the organisation of offsite meetings and being the main point of contact for the Technical Support Units of other Working Groups, the IPCC Secretariat located in Geneva and all IPCC WG-III authors. Responsible for keeping the WG-III TSU up to date with wider IPCC activities and ensuring authors receive accurate and timely information. Managing the WG-III TSU inbox, filing and archiving all correspondence. Responding to external queries independently using own initiative, including more complex queries received through the WG-III website, judging when to pass on or involve others. Adding content to the IPCC Working Group III website under the guidance of the Web Manager. Dealing with requests and queries by phone and email in a professional and diplomatic way, to uphold the reputation of the IPCC and ensure all requests are answered in a timely manner.

- Meetings (30%)

Leading in the organisation of offsite IPCC workshops and meetings, and participating in such meetings, including those taking place overseas for periods of up to seven days. Scheduling and attending meetings of the WG-III Bureau and Steering Committee of WG-III reports; taking minutes and following up on actions as required to ensure work is completed as necessary. Assisting the WG-III TSU in scheduling and coordinating internal meetings, to support better communication and collaboration. Coordinating arrangements for webinars and conference calls to be attended by IPCC authors, taking detailed notes. This ensures all authors have the opportunity to engage fully and have access to meeting materials. Acting as the representative of the WG-III TSU for the department's Sustainability Committee, reporting back on updates

and assisting the committee with its goals.

- Administration (25%)

Assisting in producing documents, reports and presentations, to provide support to the team and ensure consistency across materials produced by the WG-III TSU. Overall responsibility for the look and coherence of formal materials produced by the WG-III TSU, including final proofreading and formatting of documents. Compiling and editing IPCC reports, coordinating the work of colleagues to ensure submission of reports to meet tight deadlines. Overseeing the IPCC Conflict of Interest process for all WG-III TSU members and authors to ensure the TSU complies with IPCC policy, by compiling responses on an annual basis and reporting potential conflicts to the IPCC Bureau. Maintaining contacts databases, ensuring all information is accurate, up to date and correctly stored according to GDPR. Planning and overseeing induction programmes for WG-III Chapter Scientists, to ensure they are informed of IPCC processes and trained in the use of necessary software. Supporting the PA/Administrator with booking travel arrangements for WG-III Chapter Scientists and processing associated expense claims. Other ad-hoc administrative duties as required.

- Reporting (10%)

Drafting text for quarterly reports to funders, compiling information from all members of the WG-III TSU. Providing updates on the activities and progress of the WG-III TSU to the Centre for Environmental Policy for wider dissemination. Assisting with budget reports by tracking finance queries and recording discrepancies, reporting back to the WG-III Head of TSU (Operations). Querying purchase orders through Oracle and raising any issues with relevant College departments. The Senior Administrator also tracks the use of IPCC Trust Fund spaces, allocated to developing country participants to attend IPCC meetings, and reports updates to the WG-III Head of TSU (Operations).

- Other Duties (15%)

Providing cover for the WG-III TSU Personal Assistant role, supporting the role through induction and handover, and involvement in the recruitment process. Acting as mentor to the WG-III TSU Science Officer, supervising work and providing assistance as required. Ensuring data is accurate and complete, and that the WG-III TSU complies with GDPR regulations. Undertaking any necessary training and/or development.

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following	
Education	
Educated to A-Level standard or equivalent	E
Degree or equivalent qualification/experience in a relevant administrative/business-related discipline	E
Experience	
Experience of working in a Higher Education or other international collaborative research-focused work environment	D
Experience of assisting with the planning of meetings and events	E
Knowledge	
Knowledge or experience of relevant issues such as climate change, energy or agriculture/land-use	D
Skills & Abilities	
Verbal and written communication skills to enable drafting of correspondence and documentation, proof reading and minute taking	E
The ability to communicate effectively with individuals at all levels of seniority, including external stakeholders and government focal points.	E
Good interpersonal skills, a high level of professionalism and a proactive approach to work	E

Ability to manage own workload, prioritise and work under pressure from time to time in order to meet deadlines	E
Excellent time management and organisational skills	E
Accuracy/attention to detail	E
Ability to work independently and to resolve complex problems independently	E
An ability to deal with sensitive and confidential information	E
An ability to work methodically, to use initiative and to prioritise your work	E
Computer literacy and the ability to use or acquire skills in relevant ICT: Microsoft Office; Outlook (email, diary, contacts etc.); spreadsheets and databases (Excel); presentations (PowerPoint); and willingness to learn other applications relevant to College administration such as Content Management Systems (CMS) for websites	E
Willingness to travel occasionally, usually overseas, for periods of up to seven days as a member of the TSU team	E

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

- 1) Champion a positive approach to change and opportunity
- 2) Encourage inclusive participation and eliminate discrimination
- 3) Communicate regularly and effectively within and across teams
- 4) Consider the thoughts and expectations of others
- 5) Deliver positive outcomes
- 6) Develop and grow skills and expertise
- 7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.

[Date]