

PROJECT ADMINISTRATOR

FACULTY OF SCIENCE

SCHOOL OF COMPUTING
SCIENCES

SC4828

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines and breaks new boundaries across its priority

research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists, including Professors Corinne Le Quere, Rachel Warren, Robert Nicholls and Timothy Osborn, have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Gerard Parr via G.Parr@uea.ac.uk

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive
Rates of Pay



20 Days
Holiday



14 Additional
Statutory and
Customary days



Contributory
Pension



Staff
Development



Sportspark
Discount



Research
Support



Health and
Wellbeing



Library



Campus
Facilities



Care Leave
Policies



Sainsbury
Centre for
Visual Arts



Ofsted
Outstanding
Nursery



And much
more!

Further information can be found on our [Staff Benefits page](#).

THE ROLE

An exciting opportunity has arisen for a Project Administrator to join the School of Computing Sciences to provide administrative services to the EPSRC UK-India Future Networks Initiative (UKI-FNI) research team, supporting the operational, research and development activities, liaising with internal and external stakeholders and sponsors as required.

The Project Administrator will work with the Project PI and academic/administrative staff at the University and partner institutions to ensure the timely delivery of documentation including periodic reports, minutes of meetings, financial summary statements and other such information as required by the funders and other stakeholders.

KEY RESPONSIBILITIES

- Responsible for organising and managing events for the Project, including field trials where appropriate, meetings involving multiple partners, public outreach events and workshops.
- To maintain an overview of review project outputs and deadlines, proactively preparing and archiving project meeting agendas, minutes and other documents as appropriate.
- To act as point of contact for queries relating to the Research Team as directed by the project PI.
- To work in cooperation with university academic, administrative and support staff and with appropriate external partners including partner academic, administrative and support staff.
- To support the Research Team in developing and implementing budgetary and reporting systems to ensure the aims and objectives of the Project are achieved.
- Take day-to-day responsibility for monitoring and maintaining the Project's activities and other related awards (such as pilot projects) as well as supporting Group Leaders/principal Investigators to complete documentation relevant to the funders and stakeholders.
- To support the Project researchers in making further contract and grant applications working in conjunction with Project partners and new collaborators as required.
- To assist with the collation, analysis and reporting of data.
- To recommend strategies for effective and visible communication and dissemination for the Project, and provide timely updates for the website, social media support, content management and publications, such as the UKI-FNI Telecoms Future Roadmap Report.
- To manage administrative processes for the Project regarding personal development administration and training paperwork and liaising with People and Culture as appropriate.
- To manage paperwork relating to new and visiting researchers and liaise with relevant colleagues e.g. payroll, People and Culture.
- To arrange travel for staff and research students associated with the Project including arranging schedules, booking tickets and processing travel claims.
- Procure components and equipment as may be required.
- Contribute to the continuous development of the school.
- Positively Support and promote the University's values in all aspects of work.
- Abide by all University Regulations and Policies relevant to the role.
- Observe the strict rules of confidentiality applicable to work within the school.
- Undertake additional or alternative duties commensurate with the grade as deemed appropriate by the Line Manager.

THE PERSON

EDUCATION & TRAINING

- Good standard of education, including passes at GCSE at Grades A-C in English & Mathematics, or equivalent qualifications or experience in a directly relevant role. (E)
- Experience in working in an academic, Telecommunications Research/education. (E)
- Having an MSc or PhD in Telecommunications or a related subject domain. (D)

SKILLS AND KNOWLEDGE

- Excellent interpersonal and relationship building skills to be able to communicate effectively with internal and external collaborators. (E)
- Excellent verbal and written communication skills. (E)
- Competent user of Microsoft Word, Excel, Outlook and Powerpoint. (E)
- Experience of arranging meetings, teleconferences and events. (E)
- Experience of administering research projects and budgets. (E)
- Ability to provide effective administrative support to a research team, or research

groupings. (E)

- Experience of preparing and writing committee papers, minute taking and organising committee meetings. (E)
- An understanding of academic research processes linked to Future Telecoms. (E)
- Ability to meet deadlines and to manage one's own workload through effective prioritising, time-management and organisational skills. (E)
- Procurement experience. (E)

PERSONAL ATTRIBUTES

- Demonstrate the UEA Values & behaviours and work with colleagues to embed them within the team. (E)
- Willingness to change and develop work practices. (E)
- Proactive and self-motivated and willing to take ownership of tasks without close supervision. (E)
- Confident, articulate and credible. (E)
- Able to maintain confidentiality. (E)

SPECIAL CIRCUMSTANCES

- Willing and able to travel throughout the UK to visit partner sites in Surrey, UCL, Kings College and Southampton. (E)
- Willing and able to travel to India to attend workshops and meetings. (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

This part-time (0.5FTE) post is available on a fixed term basis until the end of the current UKI-FNI Project funding period of 31 January 2029.

Salary will be £26,338 to £29,959 per annum, pro rata on Grade 5 on the single salary spine.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Group Personal Pension and there is an annual holiday entitlement of 20 days plus statutory (8 days) and customary (6 days) holidays, pro rata for part-time. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational

Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk>

The closing date for this role is 11:59pm on **16 June 2025**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that interviews will take place in-person or via Microsoft Teams on **30 June 2025** and we will inform you of the outcome of your application prior to this date.

Candidates should note that travel and incidental expenses incurred in attending an in-person interview will not be reimbursed.



ABOUT THE PROJECT

The UK-India Future Networks Initiative (UKI-FNI) brings together leading researchers from University of East Anglia, University of Surrey, University of Southampton, University College London, and King's College London, alongside key partners from the Indian Institute of Science (IISc) Bangalore and the Indian Institute of Technology (IIT) Delhi. The UKI-FNI project, collaborating with scientists, policy makers and engineers in UK and India, will also develop a joint vision and research strategy for the future integration of terrestrial and non-terrestrial telecoms networks, covering 6G, optical, sub-sea and satellite systems and their security management. In July 2024, the governments of UK and India announced the UK-India Technology Security Initiative (TSI), which states that “the UK and India will build a new and enhanced future telecoms partnership in order to collaborate on joint research on future telecoms, focused on Open RAN systems, testbed linkups, telecoms security, spectrum innovation, software and systems architecture”. It is against this backdrop and our long-standing track-record of UK-India collaboration that UEA and partners have been awarded the project over the next four years.

Prof Gerard Parr, Chair in Telecommunications Engineering at UEA, is leading the project. Partners include Regius Prof Rahim Tafazolli at the University of Surrey; Prof Lajos Hanzo at the University of Southampton; Prof Steve Hailes at University College London and Prof Toktam Mahmoodi from Kings College London. Key partners in India are Prof Rajesh Sundaresan (Dean of the Division of Electrical, Electronics, and Computer Sciences at the Indian Institute of Science in Bangalore), Prof Subrat Kar and Prof Brejesh (both from the Indian Institute of Technology in Delhi). The project is funded by UKRI Engineering and Physical Sciences Research Council (EPSRC), through the International Science Partnership fund, and forms part of a larger programme of collaboration in future telecoms with the Government of India Department of Science and Technology.

TSI- <https://www.gov.uk/government/publications/uk-india-technology-security-initiative-factsheet/uk-india-technology-security-initiative-factsheet>



ABOUT THE SCHOOL

HEAD OF SCHOOL PROFESSOR BEATRIZ DE LA IGLESIA

At the heart of technological advancement, the School of Computing Sciences stands as a vibrant hub of innovation, creativity, and collaboration. We are driven by a mission to empower both students and staff with cutting-edge knowledge and hands-on experience. The School is a powerhouse of ideas and industry and cross disciplinary connections, fostering an environment where education meets real-world practice. We pride ourselves on extensive and dynamic relationships with leading companies, emerging startups, and key players across diverse sectors, including AI, cybersecurity, software development, and data analytics as well as relationships with partners within the Norwich Research Park (NRP) and other Schools at the UEA. These partnerships encourage collaborative research projects, guest lectures, seminars and workshops and ensure our curriculum stays at the forefront of technological trends.

For our students, we are embedding practical experience through internships, cross disciplinary programs, and industry projects. Students graduate with not just theoretical expertise but real-world skills and portfolios that make them highly sought after by top employers. The latest employment figures show that approximately 94% of our undergraduates found graduate-level jobs or continued studying within six months of leaving, placing us 9th nationally for graduate prospects in 2025.

We have an excellent track record on innovation awards and have recently renewed our focus on industry engagement with some public events. Currently, we have 40 Faculty Members, with approximately 920 students. We have frequent research seminars, attracting national and international speakers as well as welcoming visiting researchers from leading international universities. Joining the School of Computing Sciences means becoming part of a forward-thinking, industry-connected community where innovation

is a way of life. Whether you're passionate about transforming education, driving cutting-edge research, or shaping the next generation of tech leaders, this is a place where your impact will be truly felt.

RESEARCH AND INNOVATION

Our research is highly acclaimed. Research funding awards totalled ~£6.2M in the last REF period. These awards are from a broad range of funders, including EPSRC, BBSRC, NHS, AHRC, NERC and the EU. In the 2021 REF national assessment, 93% of the School's research outputs (publications) and 100% of our impact case studies were judged to be internationally excellent or world leading. We have brought in over £1M from sales of spin-out companies, research contracts and consultancy payments. We have led the University in engagement with industry and have ourselves spun out two companies in the last five years. We are also members of the Turing University Network, a group of 65 UK universities working together to advance world-class research and build skills for the future.

TEACHING

The School delivers several undergraduate programmes focused on Computing Science, Computer Systems Engineering, and Cyber Security. We are working on exciting collaborations with industry and international partners for new programmes. There are MSc programmes in Data Science, Computing Sciences and Cyber Security as well as Artificial Intelligence, and integrated MComp programmes. We also offer Year Abroad and Year in Industry variants.

We have excellent lab facilities and have recently opened our new Data Science and AI laboratory that houses 100 top of the range computers where students and faculty in CMP will be able to develop cutting edge teaching and research software solutions in the ever-growing area of Data Science and AI.



ABOUT THE FACULTY

The Faculty of Science is home to a vibrant community of students, staff, and visitors. Our lively environment allows high quality, innovative research across a broad spectrum of themes. This vibrant culture provides a base for our research-led teaching and underpins all our activities from influence of government policy to presentations at local schools.

Our five Schools of Study engage in world leading research. You can find out more about the courses taught and activities taking place in our Schools on our [Faculty information pages](#).

- School of Biological Sciences
- School of Computing Sciences
- School of Chemistry, Pharmacy and Pharmacology
- School of Engineering, Mathematics and Physics
- School of Environmental Sciences

Our Schools are bolstered by degree courses in Actuarial Science, Natural Sciences, Physics and Geography.

“The UEA ‘Do Different’ ethos is central to Science and Engineering at UEA, which provides a dynamic and inclusive environment for teaching, research, innovation, and application. We are open to new faculty members who can complement and extend our interdisciplinary portfolio.”

Professor Robert Field

Pro-Vice Chancellor Science





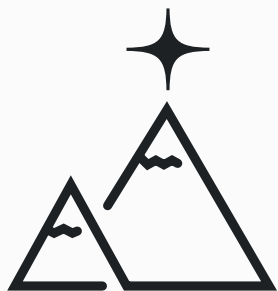
OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

