

**Job Description and Application  
details for post of  
ISSUES ADMINISTRATOR**

**Full Time**



**1. JOB PURPOSE:**

To provide administrative support for the ISSUES Project (run by SISTech@Heriot- Watt).

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**2. KEY TASKS:**

- General secretarial / administrative support for the Director and staff of ISSUES
- Management of office and administrative functions for the project team
- Information and fact finding as required by ISSUES staff
- Supporting the Communications Officer of ISSUES when required

**3. GENERAL TASKS:**

- Maintain documentation on ISSUES project work
- Maintain documentation on sustainable development and the environment
- Assistance with running and organising ISSUES activities and events as required
- Support with project supplies, petty cash, diary and travel arrangements
- Such other duties as the management may at times reasonably require eg copy-editing
- Comply with the Health and Safety Policy and Practice of the University<sup>1</sup>

**4. QUALIFICATIONS/EXPERIENCE REQUIRED:**

- Experience in office administration
- Excellent written English and communication skills
- Flexibility, initiative, ability to prioritise workloads
- IT, secretarial (including minute taking) and organisational skills
- Fluency in use of office software including word, excel, outlook
- PowerPoint and DTP packages also desirable
- An interest in and some knowledge of Sustainable Development may be helpful

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<sup>1</sup> The holder of this post has a duty under the Health and Safety at Work Act 1974 for the health and safety of themselves and of other persons, including members of the public, who may be affected by their acts or omissions whilst at work. This also means that the holder of this post will fully comply with relevant Health & Safety policies within Heriot-Watt University and SISTech Ltd.

## **5. BENEFITS AND REMUNERATION**

The post is offered as full time in the first instance. The FTE salary for this post will be in the range £14,941 - £17,111 according to skills and experience.

## **6. APPLICATION PROCEDURE**

To apply, please submit the following:

- Completed application form, including names of 2 referees. This can be requested by email through [info@sistech.co.uk](mailto:info@sistech.co.uk)
- , or via 0131 451 8162.
- A covering letter highlighting the particular strengths you could bring to this role and why you are interested in the post

Please email your application to [info@sistech.co.uk](mailto:info@sistech.co.uk) . All acknowledgements will be via email.

## **7. CLOSING DATE AND INTERVIEWS:**

The closing date for applications will be 12 noon on Monday August 2<sup>nd</sup> 2010. Interviews likely to be held on Friday 13<sup>th</sup> of August, at Heriot-Watt University, Riccarton, Edinburgh.

## **8. ABOUT SISTech and the ISSUES Project**

SISTech@Heriot-Watt is a not-for-profit sustainable development research and consultancy Institute, based at Heriot-Watt University in Edinburgh. We undertake applied research for range of private and public sector and clients. For further details, see [www.sistech.co.uk](http://www.sistech.co.uk)

The Sustainable Urban Environments (SUE) Programme is an EPSRC funded portfolio of research looking at ways of improving sustainability in the urban environment. ISSUES (Implementation Strategies for Sustainable Urban Environment Systems) is the knowledge transfer arm of the SUE programme. For further details, see <http://www.urbansustainabilityexchange.org.uk/>

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