**Department - Research and Graduate School Hub**

The Knowledge Exchange Team are looking to recruit for an Administrator on a part time 0.5FTE basis (17.5 hours per week).A detailed job description and person specification for the post are attached.

Applicants with informal questions are encouraged to contact Darlene Russell, Knowledge Exchange, Innovation and Entrepreneurship Officer, by email to darlene.m.russell@uhi.ac.uk

**Pay and Benefits**

This role is linked to grade 4 on the UHI payscale.

The starting salary for this position will normally be in the range £22,667 to £24,766 pro rata per annum. This is a 0.5FTE post.

This post is fixed term for 7 months until 31st July 2025 and may be extended subject to funding. There is no guarantee of further employment after the expiry of this term.

The workplace pension scheme provided to workers at grade five and below is the Local Government Pension Scheme (LGPS). This is a qualifying pension scheme, which means it meets or exceeds the government’s standards. Full information about the scheme can be found on the Highland Council’s Pension Fund website <http://www.highlandpensionfund.org/>

Full-time posts carry a total of 39 days leave per annum (pro rata for part-time posts). It is practice that, with the exception of a Christmas and New Year closure, leave may be taken at any time of year, subject to the requirements of the post and department and with the permission of your line manager.

**Recruitment Process**

When completing the application form please ensure that you clearly evidence how you meet the selection criteria identified on the relevant person specification.

**The deadline for submitting your application is 3rd January 2025 at 11.59pm.**

**Shortlisting will take place the week commencing 6th January 2025.**

**Interviews will be held by videoconferencing on a date to be confirmed.**

If you have any queries regarding our recruitment and selection process, or if you would like to request any reasonable adjustments to either the recruitment process or the prospective job, please contact the HR team as soon as possible.