

**Post Description**

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| **Position** | **Department Administration** | **Position No.** | For new positons the number will be generated by CHIME |
| Directorate/College/ Institute |  | | |
| Grade | 5 | | |
| Contract type | Full Time / Part-time Fixed Term / Permanent | | |
| Accountable to | Head of Department though the Department Administrator | | |
| Reports | N/A | | |
| Internal stakeholders | Students and staff within the Department(s), College and the wider University | | |
| External stakeholders | N/A | | |
| Date reviewed | November 2018 | | |

**Main accountabilities:**

To provide an efficient and effective high standard of general secretarial and administrative support to the Department(s), e.g. email correspondence, diary management, copy typing, minute taking, maintaining files, organising travel arrangements, expenditure administration e.g. time sheets, expense forms, etc.

**Key duties and responsibilities:**

* To provide support for the Department Administrator in their focal role for departmental matters e.g.
  + To provide secretarial and administrative support to the Head of Department(s) as required, and ensure that the Head of Department is briefed on important communications and correspondence at all times, particularly when away from the office.
  + To support the Head of Department(s) in the preparation and provision of reports, minutes and information, in a timely fashion.
  + To provide support and minute taking to Department and University committees, ensuring they are properly managed and supported in accordance with the University regulations policies and procedures, also ensuring that actions arising are promptly dealt with and the results of the actions fed back at the next available opportunity.
* To support the organisation of the weekly Departmental Seminars.
* To assist with the necessary administrative processes for HR operations within the Department e.g. e.g. probation reviews, progression and promotion panels, interview panels etc.
* To provide a comprehensive and efficient administrative support to the Head of Department(s) and the academic staff including booking venues, accommodation, equipment and hospitality, etc. within the University and, where appropriate, externally.
* To monitor and process all incoming communications e.g. distributing for action, drafting responses, checking progress and follow-through, ensuring the Head of Department(s) are briefed on important correspondence at all times, particularly when away from the office.
* To be responsible for monitoring and ordering the department’s stationery requirements
* To liaise, as required, with other staff within the Department(s) and across the University as well as with external contacts e.g. arranging meetings, passing on information etc.
* To assist with the preparation and submission of project proposals and reports.
* To undertake general financial duties as required by the Department Administrator
* To cover for the Receptionist/Admin Assistant in their absence where applicable.

**Data and Record Management**

* Using SITS student record system as necessary.
* Create and edit spread-sheets and presentations using Excel and PowerPoint.
* Prepare and update any documentation issued as requested.
* To undertake research and collate information, using a variety of resources such as the Internet, to support the work of the Head(s).

**Effective Behaviours**

* Timeliness
* Meeting Deadlines
* Communication and Networking
* Networking group across colleges
* Ability to negotiate and influence
* Ability to plan and organise own workload
* Ability to adapt to a flexible approach to the demands of a busy College/Department in order to accommodate changes in priorities when required
* Cover for College Department Administrator(s) in their absence as appropriate
* Participate in meetings and attend training events as necessary, supporting the College with any introduction to new technologies, enhancements to process or changes to day to day management of administration

**University Employment Policy:**

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University’s Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested

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| **Organisational Chart** |
| The organisational chart comprises of the role, the manager of the role and any direct reports to the role. |

**Person Specification**

Disabled applicants meeting the Essential criterion will be guaranteed an interview as part of the University’s commitment to the Disability Confident Scheme.

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| **Attributes** | **Criteria** | **Essential /Desirable** | **How measured** |
| Education, qualifications & training | Educated to GCSE level C or above in English and Maths  Educated to A level (or equivalent) in English and Maths,  Formal secretarial/administrative qualifications are highly desirable. | E  D  D | Application form  Application form  Application form |
| Experience | Proven experience in a similar role, either in the public or private sector and a broad knowledge of administrative procedures.  Proven experience with Microsoft Office applications (Word, Excel, Powerpoint) the Internet, email and with an ability to learn about new systems as required  Proven experience of working in a busy office environment | E  D  E | Application form  Interview  Application form  Interview  Application form  Interview |
| Knowledge, skills and abilities | Understanding of customer service practices  General awareness of an HE environment  General knowledge of administrative procedures in a large organisational setting  Understanding of a student record system e.g. SITS  Excellent secretarial and administrative skills  Excellent verbal and written communication skills.  Competency in IT skills, as defined above | E  E  E  E  E  E  E | Application form, interview  Application form, interview  Interview  Interview  Interview  Interview  Interview |
| Additional Attributes Required (not included above) | Ability to deal sensitively with confidential matters concerning staff and students.  Ability to work with staff at all levels.  Ability to work effectively and calmly when working to tight/conflicting deadlines. | E  E  E | Interview  Interview  Interview |

**Job Hazard Assessment**

Any identified hazards have undergone appropriate Risk Assessments.

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| Please tick all relevant workplace hazards identified with this post.  Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitisers, Biological Agents Class 2 and above and GMOs. | | | | | | | | | |
| Display screen equipment | | Manual handling | | | Prolonged standing e.g. 1 hour plus | | | Prolonged sitting e.g. 1 hour plus | |
| Biological agents: Class 2 and above and  GMO Class 1 | | Human blood, tissue or fluids | | | Respiratory sensitisers or laboratory allergens  e.g. animals | | | Skin Irritants/Chemicals | |
| Work in confined  Places | | Ionising radiation | | | Noise (more than 80  dba-8 hrs. taw) | | | Lone working | |
| Use of  dangerous machinery | | Electrical hazards | | | Shift work/night work | | | Work outdoors | |
| Neck & arm  vibrating equipment | | Fork lift truck driving | | | Work at heights | | | Lasers | |
| Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office: | | | | | | | | | |
| Physical demands of the job | Lifting | | | Carrying | | Bending | | | Pushing |
| If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency: | | | | | | | | | |
| Travel/Off-site working: | | % of time | | | UK | | | Overseas | |
| Driving for work: | None | | | Occasionally | | Weekly | | | Daily |
| Management responsibility: | | | Supervisor | | | | Non-supervisory | | |
| Hours of work: | | | Full time | | | | Part time  hours | | |
| Non-standard contractual hours? (evenings/weekends) Night work  Frequency, number of hours, type of work outside standard hours: | | | | | | | | | |
| Other – including occasional or possible work hazards (please specify nature and frequency): | | | | | | | | | |