

**Post Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Senior Department Administrator** | **Position No.** | For new positons the number will be generated by CHIME |
| Directorate/College/ Institute |  |
| Grade | 6 |
| Contract type | Full Time / Part-time Fixed Term / Permanent |
| Accountable to | Head of Department; Director of College Operations for administrative matters |
| Reports | Department Admin Assistant |
| Internal stakeholders | Department staff, College Managers, Institute Managers, University HR and Finance staff anjd other University service departments  |
| External stakeholders | N/A |
| Date reviewed | November 2018 |

**Main accountabilities:**

To be the focal point for the Department’s staff and provide a wide-ranging high level administrative support across the Department that includes the co-ordination of the budgeting and resource administration, personnel/HR matters as well as the support requirements of the Department, including secretarial support to the Head of Department. This involves close liaison with the College Education Manager, the College Research Manager and the College Services Manager. Alongside the College staff, there will be co-ordination and liaison with the Institute Manager as well as the services provided by the University HR and Finance staff allocated to each College.

**Key duties and responsibilities:**

**Department Administration**

* To act as the Departmental focal point for all staff for department and general information.
* To provide secretarial and administrative support to the Head of Department(s) 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 ensure and provide a comprehensive and high level 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 maintain an overview of the administrative functions and ensure there is adequate support.
* To monitor research grant and project documentation, working closely with the College Research Manager.
* To manage the organisation of the weekly Departmental Seminars.
* To support the College Services Manager in maintaining and keeping up to date the Department(s) website.

**Data and Record Management**

* To ensure the Department(s) records and data content is recorded accurately using University systems e.g. SITS, ensuring consistency with the University records, in a timely manner in accordance with regulatory and statutory compliance and return deadlines.
* To deliver timely management information to the Departmental senior management team as necessary. Providing effective and efficient analysis in order to support remedial action and make recommendations for enhancement.
* Create and edit spread-sheets and presentations using Excel and PowerPoint.
* To undertake research and collate information, using a variety of resources such as the Internet, to support the work of the Head(s).

**Resource Planning and Management**

Within the framework of Human Resources and University policies and procedures:

* To support yearly and quarterly budgets of Departmental travel grants and equipment funds in liaison with the Head of Department(s).
* To maintain local administrative records to facilitate the storage and retrieval of financial information.
* To assist with budgeting and forecasting for grants/ projects in the Department(s), as required.
* To draw up contracts for part time/temporary academic staff within the Department(s) and undertake all relevant employment checks in accordance with HR policies and procedures, forward appropriate documentation and records to the relevant Department for processing.
* To manage the necessary administrative processes for HR operations within the Department(s) e.g. probation reviews, progression and promotion panels, interview panels etc.
* To ensure Departmental personnel/HR records are appropriately managed and stored in accordance with University procedures e.g. data protection etc.
* To arrange security checks for all new staff joining the Department(s) (where appropriate).
* To assist with all levels of recruitment for the Department(s) i.e. assisting with the preparation of job descriptions, adverts, setting up panels, etc. (where appropriate).
* To co-ordinate the monitoring of probation and appraisals for all departmental staff.
* To co-ordinate the monitoring, recording and reporting of annual and sick leave for all Departmental staff.
* To arrange appropriate status recognition for honorary and visiting staff and/or students.

**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

|  |
| --- |
| **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.

#

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Criteria** | **Essential /Desirable** | **How measured** |
| Education, qualifications & training | University Undergraduate Degree or Candidates without a first degree should be able to demonstrate transferable skills - such as analytical, interpersonal, problem-solving and self-management skills - at an appropriate level.Evidence of relevant professional experience and ongoing development.   | EE | Application formApplication form |
| Experience | Experience of working in a supervisory administrative role Experience of Higher Education administration General financial management experience  Extensive senior level administrative experience Experience of managing and supervising staff Experience of managing research grants and budgets, and setting financial targets Proven success in completing tasks to tight deadlines and working without supervision  | EEEEEEE | Application form Interview Application form Interview Application form Interview Application form Interview Application form Interview Application form Interview Interview |
| Knowledge, skills and abilities  | A broad knowledge of administrative procedures in a large organisational setting A general understanding of the needs of an academic unit Awareness of key issues in Higher EducationExperience and skill in use of full suite of Microsoft Office applicationsExcellent communication skills High level of administrative and organisational skills High level of IT literacy, numeracy and literacy Excellent team working skills Strong analytical and organisational skills | EEEEEEEEE | Application form, interviewApplication form, interviewInterviewInterviewInterviewInterviewInterviewInterviewInterview |
| Additional Attributes Required (not included above) | Ability to deal sensitively with confidential matters concerning staffAbility to co-ordinate and motivate and administrative team, where members have a high degree of individual responsibility and autonomyAbility to work with staff at all levels Ability to negotiate with staff and students Ability to work effectively and calmly when working to  tight/conflicting deadlines Flexibility and ability to use initiative and discretion Flexibility and willingness to work beyond normal office hours as required  | EEEEEEE | InterviewInterviewInterviewInterviewInterviewInterviewInterview |

**Job Hazard Assessment**

Any identified hazards have undergone appropriate Risk Assessments.

|  |
| --- |
|  |
| 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 andGMO Class 1 [ ]  | Human blood, tissue or fluids [ ]  | Respiratory sensitisers or laboratory allergense.g. animals [ ]  | Skin Irritants/Chemicals [ ]  |
| Work in confined Places [ ]  | Ionising radiation [ ]  | Noise (more than 80dba-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 workFrequency, number of hours, type of work outside standard hours: |
| Other – including occasional or possible work hazards (please specify nature and frequency): |