



## Job Description

<b>Post/Job Title:</b>	<b>Faculty Support Administrator</b>
<b>Ref:</b>	<b>SJP23/504793 SJP24/504791 SJP25/504790</b>
<b>Faculties:</b>	<b>Faculty of Management, Science &amp; Technology, Media &amp; Communication</b>
<b>Group/Section:</b>	<b>Finance &amp; Resource Team</b>
<b>Normal hours per week:</b>	<b>Full Time</b> <b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>3</b>
<b>Accountable to:</b>	<b>Faculty Executive Officer</b>

### Job Purpose

The role provides support and administrative assistance to Faculty Heads of Department to enable them to effectively manage their departments' activities. The role will ensure that Departments are supported across a range of activities and the post holder will be proactive, working flexibly across the different tasks involved.

### Main Responsibilities

1. Provide pro-active and professional support to the Heads of Department in the organisation of departmental meetings, agendas, minutes for non-academic meetings and progressing actions. This will also include co-ordinating and supporting any departmental events which fall outside of the support provided by Events and Conferencing and the Academic Administrative Team.
2. Co-ordinate and collate the required documentation for the preparation of PTHP contracts. Liaising with the Executive Officer in assuring compliance with right to work regulations. Ensure documentation is signed and with HR / Payroll departments before work commences.
3. Supporting the Heads of Department in the collation and timely return of key information as appropriate (in the form of data inputting, formatting and chasing information),

4. To co-ordinate and maintain academic departmental annual leave records, sickness records and reporting, and monitoring; liaising with the Heads of Department and Executive Officer as appropriate.
5. To co-ordinate and maintain academic departmental probation records and appraisal records, working with Heads of Department to ensure these are completed in a timely manner to support completion of probationary periods and the annual pay progression for academic staff. This will require liaising with the Heads of Department and Executive Officer.
6. To support the Executive Officer in staff recruitment processes post advert. This will include arrangements for academic staff interviews which could involve room bookings, catering requests, liaising with HR for candidate pack dissemination to the panel, parking arrangements.
7. Support the Executive Officer in supporting the travel arrangement process for staff within the Departments.
8. To support and co-ordinate preparation for new academic staff arrival and induction, organising staff cards, IT access and logins, car parking permits, desk, phone locations and e-mail groups. Liaising with the Heads of Department to support an effective induction process for new staff members.
9. To arrange room bookings (through the appropriate booking facility) and catering requests for any departmental activities that occur, ensuring that the activity is appropriately coded to the relevant activity.
10. To assist with the co-ordination of arrangements for any departmental office moves, in liaison with the Operations Manager.
11. Be a member of the Faculty DSE Assessor team.
12. Any other duties as required by the Executive Officer or Operations Manager.

### **Dimensions**

**Contacts** *Internal and external, including level*

#### **Internal:**

Head of Department

Head of Education & Professional Practice

#### **External:**

### **Additional Information**

NB: The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

All employees have an obligation to be aware of the Universities Environmental Policy, Carbon Management Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmental responsible manner.

**October 2016**



**Person Specification**

Post / Job Title: Faculty Support Administrator	Post No: SJP23/504793 SJP24/504791 SJP25/504790
Faculty/Service: FOM, FMC, FST	Date: October 2016
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Educated to 'A' level standard or equivalent (Work experience will be applicable and can substitute for qualifications)	E
Experience of using computer systems (PC based) e.g. Word, Excel, Outlook, PowerPoint, databases and web interfaces.	E
Knowledge of the Higher or Further Education environment; experience of working in a public sector organisation.	D
Demonstrable experience of using database or bespoke IT systems to record and extract information.	E
Experience of co-ordinating meetings and events, organising agendas and following up actions.	E
<b>Skills</b>	
Excellent interpersonal skills with demonstrable ability to work co-operatively and effectively with staff at all levels and other BU stakeholders.	E
The ability to build relationships and clearly communicate whilst understanding the requirements of different stakeholders.	E
Strong written communication skills in order to draft reports and respond to requests for management information.	E
Excellent organisation skills.	E
Ability to collate and produce reports on a wide range of data.	E
Ability to organise and implement administrative processes effectively	E
Excellent attention to detail.	E

<b>Attributes</b>	
A demonstrable commitment to service excellence, continuous professional development and the desire to understand the work of a complex organisation.	E
Ability to develop and maintain professional relationships of respect, trust and support between staff and students.	E
Ability to work to deadlines and effectively prioritise a busy and varied workload.	E
Ability to work on own initiative and as part of a team.	E
Ability to review, recommend and implement changes to processes and systems.	E
A methodical approach to process.	E
Willingness to undertake staff development as required.	E
Flexible approach to working.	E