



Candidate Information

Position:	Gender Equality Coordination Assistant
School/Department:	Faculty Office MHLS
Reference:	19/107086
Closing Date:	Thursday 24 January 2019
Salary:	£24,028 - £27,831 per annum (potential to progress to £29,514 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 4 February 2019
Duration:	24 Months

JOB PURPOSE:

To provide comprehensive and professional support within the Medicine, Health and Life Sciences' Faculty Office (FMHLS). The primary responsibility will be to support the Faculty Gender Equality (GE)/Athena SWAN (Scientific Women's Academic Network) initiative across all four Schools (School of Biological Sciences; School of Medicine, Dentistry & Biomedical Sciences; School of Nursing and Midwifery and School of Pharmacy). Athena SWAN is a charter established and managed by AdvanceHE, that recognises and celebrates good practice towards the advancement of gender equality: representation, progression and success for all. In delivering and administering the portfolio of work involved in realisation of the Faculty's GE strategy, they will help to drive the implementation of the Athena SWAN Action Plan. The post-holder will also support the delivery of key Faculty communications.

MAJOR DUTIES:

1. Organise and co-ordinate the administration of GE/SWAN events such as seminars, workshops, training and development programmes and conferences.
2. Contribute relevant aspects of the communication strategy to include input in the Faculty's GE website, newsletter (internal and external), publicity documents, and maximising other media as appropriate to deliver key communications.
3. Currently assist the FMHLS Data Analyst to develop and maintain effective and efficient departmental databases/spreadsheets.
4. Administer surveys and assist the Data Analyst to collate and present feedback data analysis in report form.
5. Work as part of a team, assisting the Data Analyst to gather, input and review pertinent information and produce confidential documents using various software packages based on a general brief e.g. statistical reports, strategic and project plans, Athena SWAN submissions, Faculty GE/SWAN Working Group and briefing papers, PowerPoint presentations, draft correspondence.
6. Co-ordinate GE specific events/diary and travel arrangements relevant to the portfolio, liaising with internal staff and external groups and stakeholders, as appropriate.
7. Monitor a devolved Faculty GE budget, including processing purchasing orders and invoices (P2P) and monitoring finances through QFIS in line with University rules and regulations.
8. Set up and maintain electronic and manual filing systems in accordance with the University's responsibility to employment legislation e.g. GDPR, Freedom of Information Act.
9. Monitor office systems and procedures ensuring their effectiveness and take necessary steps to update. Advise relevant staff of such new GE procedures and give any necessary guidance or advice.
10. Supervise and delegate work to junior staff, as necessary.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by line manager.

Planning and Organising:

1. Manage and prioritise own workload within a general schedule and assist senior staff in planning for future work so that resources are available to meet specific objectives.

Resource Management Responsibilities:

1. Assign tasks to others, where appropriate, and be responsible for ensuring work is completed to the required timescales and standards.

2. Responsible for monitoring the delegated budget, ensuring resources are deployed most effectively and efficiently to meet objectives.

Internal and External Relationships:

1. Daily contact with GE/Athena SWAN Champions, Faculty Data Analyst, Faculty Operations Co-ordinator, work colleagues and University staff including the University's Human Resource Directorate and Queen's Gender Initiative.
2. Establishing and maintaining network communications and liaise with other University departments.
3. 3. Liaison with colleagues (national and international) in relation to GE initiatives/agenda and SWAN Champions in other UK Universities and HEI.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications i.e. NVQ Level 3, A levels in relevant subject (or equivalent)
2. 4 year's relevant work experience, to include:
Organisation of seminars/workshops/conferences or other similar events;
3. Committee servicing, including drafting of agendas, taking and drafting minutes, being responsible for following up and ensuring actions are implemented;
4. Working knowledge of spreadsheets and/or databases and/or core management information systems.
5. Experience of dealing with email, internet and preparing PowerPoint presentations
6. IT literacy and up to date knowledge of relevant computer packages and information systems.
7. Keyboard skills
8. Supervisory skills.
9. Good oral and written communication skills.
10. Ability to communicate with all categories of staff and colleagues (internal and external);
11. Must present and display a professional and positive manner at all times
12. Ability to work as part of a team.
13. Ability to manage and prioritise competing demands
Organisational and time management skills and ability to plan and organise short term activities and events.
14. Ability to assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.
15. Flexible, willing to adapt to new tasks and duties

DESIRABLE CRITERIA:

1. RSA/OCR Stage 2 (Parts 1 and 2) Typewriting/Text Processing/Word Processing.
2. Experience in delivering communications and developing communication platforms across a range of media including websites, newsletters, social media, etc.