



Candidate Information

Position:	School Administrator
School/Department:	School of Mechanical and Aerospace Engineering
Reference:	24/111543
Closing Date:	Monday 12 February 2024
Salary:	£37,841 - £45,148 per annum
Anticipated Interview Date:	Week commencing Monday 4 March 2024 (to be confirmed)
Duration:	Permanent - Full Time

JOB PURPOSE:

Reporting to the School Manager, the School Administrator will collaborate with the Senior Leadership within the School in developing and implementing strategies and provide high quality administrative support to members of the School Executive Board to ensure the efficient and effective administration of School business.

MAJOR DUTIES:

1. Provide high quality administrative support to the education and research provision across the School.
2. Manage the allocated Professional Service staff, ensuring adequate resourcing models in support of the academic cycle.
3. Manage key end to end administrative processes to support the student journey from recruitment, enrolment, programme management, examinations, student support, curriculum review and accreditation through to attendance monitoring and graduation.
4. Manage key administrative processes of the School with regard to QGIS and student records including; i) accurate and timely updating of Course Catalogue, Academic Advisement, Block Enrolment, Grade Rosters and Completion on QGIS (ii) the maintenance of internal School records on SharePoint and (iii) compliance with information security requirements (GDPR).
5. Manage and oversee the servicing of allocated School committees ensuring full and effective support.
6. Oversee the maintenance of accurate and up-to-date information for students and potential students including Academic Advisement, Coursefinder, timetabling, KIS, the Prospectus, Student Handbooks and the School website, etc.
7. Support the School's Education Directors with the management and administration of student appeals, complaints and disciplinary matters, the Periodic School Review and accreditation processes ensuring that the requisite information is provided.
8. Managing prizes and scholarships including the annual prize giving event, donor relationships and student prizes and awards payments.
9. Co-ordinate the School's processes for the recruitment and administration of Post Graduate Demonstrators, Tutorial Assistants and External Lecturers, ensuring compliance with University procedures (e.g. QWork).
10. Support the Schools Education Director's with the management, administration and support of Student Wellbeing strategies and student events.
11. Assist in the management and administration of new developments, programmes or special projects.
12. Liaise with colleagues internally and externally and represent the school as required to ensure the needs of the school are fully met.
13. Undertake any other duties as may reasonably be required within the general ambit of the post.

ESSENTIAL CRITERIA:

1. A primary degree
OR
2. Substantial experience in a senior administration role within Higher Education.
3. A minimum of three years' relevant experience to include leading administration teams, projects or processes.
4. Experience of planning and progressing work activities within organisational plans, policies and regulations.
5. Experience implementing / evolving complex administration processes.
6. Experience of providing advice and guidance on processes and procedures to a range of stakeholders.

7. Experience of producing and analysing information to inform complex management decisions.
8. Experience of managing multiple priorities and negotiating with a range of stakeholders to deliver quality output within tight deadlines.
9. Experience of supervising or managing a team, including assigning tasks to others and ensuring work is completed to the required timescales and standards.
10. Excellent IT skills and experience of MS Office packages and the use of databases.
11. Excellent oral and written communication skills, including assured presentational skills.
12. Evidence of ability to exercise own initiative and work independently.
13. Strong influencing, negotiating and facilitating skills.
14. Proven ability in effective Committee Servicing.
15. Strong awareness of undergraduate and postgraduate education cycles including knowledge of core requirements of postgraduate research.

DESIRABLE CRITERIA:

1. Relevant postgraduate qualification.
2. Experience of working in the Education sector including working in a student facing environment providing advice and guidance in support of the student lifecycle and/or knowledge of research application process / REF processes.
3. Comprehensive understanding of QSIIS.
4. Experience of managing social media and web content for business / promotional purposes.
5. Experience of financial planning and managing budgets.