

Candidate Information

Position:	Administration Officers (Grade 4)
School/Department:	Various Schools and Directorates
Reference:	24/112161
Closing Date:	Monday 23 September 2024
Salary:	£28,456 - £30,948 per annum
Anticipated Interview Date:	Various Dates
Duration:	Permanent and Temporary posts available

JOB PURPOSE:

To provide a comprehensive and professional administrative and secretarial service within Schools and Directorates across the University.

MAJOR DUTIES:

1. Provide administrative support, carrying out a range of specialist / complex administrative duties which involve using initiative and making decisions and managing own work from start to finish.
2. May supervise and review the work of junior staff or allocate work to colleagues to provide a service to others, ensuring the unit/facility, etc., runs smoothly and to an appropriate standard.
For example, dependent on function area, duties may include:
 - Organising and overseeing the process of timetabling
 - Organising and overseeing the administration of exam procedures and student progress.
 - Organising and overseeing the process of student enrolment,
 - Operation of specialist complex systems e.g.: finance; recruitment.
3. Use School/Directorate/University's processes and systems to prepare reports and other materials, delivering work in line with agreed quality standards, guidelines and procedures and adhering to the University's policies and procedures.
4. Responsible for working in line with data protection requirements and adhering to appropriate requirements for confidentiality.
5. Use and maintenance of a variety of School/Directorate/University's databases, software packages and ICT systems.
6. Support the work of the School/Directorate by organising and servicing meetings, preparing and circulating agendas, reports and minutes and compiling action lists ensuring that all actions are followed up.
7. Provide administrative/secretarial support to senior staff to contribute to the efficient and effective delivery of the business of the School/Directorate e.g. diary management, preparation of confidential reports; drafting and typing of correspondence in line with University standards.
8. Organise events / conferences as required, by coordinating the associated arrangements and liaise with the relevant parties to ensure the events are administered effectively e.g. cost, time, attendance, room bookings, travel arrangements etc.
9. Assist in the monitoring of budgets by ensuring that purchase orders, invoices and expense claims are processed within the appropriate procedures.
10. Conduct and collate analysis of information, data and/or calculations and present results accurately and appropriately in accordance with relevant University procedures
11. Make suggestions for improving service and efficiency, taking customer comments and feedback into account.
12. Oversee the use and maintenance of all general office equipment and ensure they are in working order e.g. photocopiers, organising building maintenance, communicating with office suppliers and central departments such as Purchasing and Estates.
13. Carry out any other duties, which are appropriate to the post as may be reasonably requested by Supervisor.

ESSENTIAL AND DESIRABLE CRITERIA

In exceptional circumstances the essential/desirable criteria may be enhanced

ESSENTIAL SHORTLISTING CRITERIA

The University will conduct a shortlisting exercise based on the following Essential Criteria:

1. A minimum of five GCSEs at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Administration or equivalent.
2. A minimum of three years' (demonstrable) relevant work experience in an administrative environment to include evidence of the following:
 - Working on multiple tasks/projects, managing own workload from start to finish and reacting to changing priorities
 - Competent in the use of Microsoft Office and windows applications, using databases/spreadsheets to analyse data and to present results accurately
 - Carrying out a range of complex administrative duties which involve using initiative and making decisions
 - Delivering work in line with agreed quality standards, guidelines and procedures.

DESIRABLE SHORTLISTING CRITERIA

The University reserves the right to use the following Desirable Criteria in subsequent stages of the shortlisting process:

1. Supervisory experience.
2. Complex diary management experience.
3. Experience of committee servicing and report writing.
4. Experience of working in a student environment

The following Criteria will be used to assist the selection process:

OTHER ESSENTIAL CRITERIA

1. Ability to be customer focused and exceed client needs / expectations whilst managing workloads with minimal supervision.
2. Establish and maintain effective working relationships in a team environment.
3. Ability to work with discretion and confidentiality, ensuring data is managed in accordance with data protection legislation.
4. Effective communication skills and ability to use a variety of methods to convey messages clearly and succinctly.