

PA/SUPPORT ADMINISTRATOR (MATERNITY COVER)

Job Ref: REQ16702

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade:

Administrative Services Grade 4

Job Purpose:

To work within the School of Social, Political and Geographical Sciences administrative support team to:

- Provide a comprehensive and confidential administrative and personal assistant service to the Dean and Operations Manager and, where required, to the Associate Deans within the School.
- Assist the Operational Support Officer with a range of human resources activities within the School.
- Administer the day to day financial activity of the School Office as a frequent requisitioner and purchase card holder.

Job Duties:

Personal Assistant and Office Duties

1. To provide a full range of PA services to the Dean including electronic diary management, document preparation and maintenance of electronic filing systems; dealing with enquiries; receiving visitors to the office; arranging internal and external meetings; coordinating travel itineraries, booking travel and accommodation, and processing associated expense claims.
2. To provide administrative and PA support for the Operations Manager and Associate Deans as required.
3. To ensure that the best use is made of the Dean's time by proactively monitoring and prioritising activities to ensure deadlines are met.
4. To ensure that the relevant paperwork/electronic files are made available to the Dean prior to all meetings.
5. To direct requests for information and action to appropriate staff in the School, and to respond efficiently to requests for documentation and information from members of School staff and other senior University staff.
6. To take decisions or action on urgent matters in the absence of the Dean or Operations Manager, in consultation, as may be appropriate, with senior staff.
7. To provide committee support including preparing paperwork, taking minutes, and monitoring of actions, for all School-level meetings including the Associate Deans Meeting; Senior Management Team Meeting; School Meeting; and Teaching, Research and Enterprise meetings as required.

8. To undertake any other duties as may be reasonably requested by the Dean of the School or the Operations Manager.

Human Resources

1. To assist with the recruitment and selection of staff within the School including: use of University standardised documentation; inputting vacancies onto the on-line recruitment system; monitoring applications throughout the process; providing information and documentation to shortlisting/interview panels; uploading offer of appointment information and liaising with the HR Recruitment team as required.
2. To assist with maintaining accurate records of fixed term contracts and co-ordinating associated paperwork for extensions or terminations of such contracts.
3. To arrange interview panels chaired by the Dean or Operations Manager.
4. To monitor the progress of internal academic promotion applications on behalf of the Dean, liaising with HR as required.
5. To administer the process for annual performance and development reviews (PDRs), in respect of those who report directly to the Dean and Operations Manager, and ensure completed PDR forms are uploaded to iTrent.
6. To administer the process for the appointment of Associate Deans and Heads of Department within the School in line with University procedures and maintain records for reporting purposes.
7. To maintain sickness absence records on iTrent in respect of those who report directly to the Dean and Operations Manager.

Business Administration

1. Using the Agresso Finance System, to be responsible for purchasing via Purchase Order and Purchase Card, raising invoice requests and BACS transfer requests, booking conferences and making travel and accommodation arrangements.
2. To maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
3. In conjunction with the appropriate line manager and School Operations Manager, to proactively monitor non-pay budgets in conjunction with the budget holder.
4. To generate ad-hoc financial reports and provide financial data as required, to assist with business planning and budget monitoring.
5. To develop a strong working relationship with colleagues in Professional Services, in particular, in central Finance and Purchasing Offices, to ensure that all internal School processes and procedures reflect and comply with University policy.
6. To assist academic colleagues with costing for, and monitoring of, expenses related to conferences hosted in the School, as required.
7. To provide appropriate financial information and advice to staff in the School.

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action.
2. To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.

3. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
4. To ensure compliance with relevant University policies and procedures.
5. To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.

Points To Note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions:

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility:

Reports to the Operational Support Officer

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Previous relevant PA experience including diary management on behalf of a senior manager.	1,3
	Previous experience of servicing committees including minute taking.	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
Training	A willingness to undertake further training as necessary and to adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1
Equality & Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of Loughborough University administrative procedures.	1,3
	Experience of Loughborough specific systems and procedures.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg Agresso, iTrent.	1,3
	Appropriate business qualification.	1

Conditions of Service

The position is full-time and fixed-term for up to one year or the earlier return of the post holder, commencing January 2017. Salary will be on Administrative Services Grade 4, £19,485 to £23,164 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Liz Fowkes, Operational Support Officer by email at e.fowkes@lboro.ac.uk or by telephone on 01509 223668.

Applications

The closing date for receipt of applications is **28 October 2016**. Interviews will be held on **17 November 2016**.