

School Office & Compliance Support Administrator

Job Ref: REQ17909

Maternity Cover for 12 months or the earlier return of the post holder, whichever is the soonest.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

Internationally recognised for its contribution to the study of sport, exercise and health, the School has wide-ranging expertise, encompassing such diverse areas as biomechanics, medicine, molecular and cellular biology, nutrition, pedagogy, psychology, physiology, sociology, economics and sport management.

The School has an active and ambitious plan to grow capacity and influence through developments as part of the National Centre for Sport and Exercise Medicine, Loughborough in London, and StemLab.

The School is extremely proud to hold an Athena Swan Silver Award, recognising the commitment and work of the School in addressing issues of equality in Science.

The School employs over 200 staff, occupies 5 buildings and has a vibrant staff and student population.

Job Description

Job Grade:

Administrative Services Grade 4

Job Purpose:

To provide efficient and effective administrative support working as part of the School Office finance & regulatory support team and to undertake appropriate duties commensurate with the School's objectives.

Job Duties

Support the Technical Resources Manager and School Regulatory Compliance Officer with duties associated with health, safety and regulated activities,

Send notification of ethics deadlines to staff and postgraduate students. Receive ethical submissions and check that all parts of the documentation are complete. Refer incomplete items or unusual submissions and maintain records for ethics protocols submitted, scanning and archiving records as required.

Process and check travel risk assessments and notify travellers.

Assist with the management of the SOP review process by checking the SOP index for SOP's that are up for review and making contact with the PI to request a review.

Assist the Regulatory Compliance Officer with administration associated with the undergraduate module Ethics and Professional Standards (Human Participants).

Support the provision of in house School regulatory, health and safety training, liaising with suppliers and raising purchase orders/visa card payment to suppliers, booking rooms and catering, contacting attendees and producing certificates on completion of courses.

Provide administrative support and minute meetings held by the School Health, Safety and Environment Committee.

Support the School finance team in respect of the purchase of goods/services via Purchase Order and Visa Purchasing Card and goods receipting. Process out of pocket and casual staff claims.

Provide cover for annual leave/sickness by working on the reception of the National Centre for Sport & Exercise Medicine.

Respond to enquiries received in person, by telephone or email and take appropriate action.

Undertake general clerical duties such as photocopying, filing, binding, laminating of documents, and issuing of keys to contribute to the smooth running of the School office.

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.

Ensure compliance with relevant University policies and procedures.

Undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.

To develop a strong working relationship with colleagues in Professional Services, to ensure that all internal School processes and procedures reflect and comply with University policy.

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 School Finance & Office Manager

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 experience of working in a busy office environment.	1,3	
	Experience within a student or other customer- focussed environment.	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	Demonstrate evidence of having undertaken further training.	1,3
		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	

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 LUSI, Agresso, Co-Tutor, LEARN and CMIS.	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1,3
	Able to take Minutes.	1,3

Conditions of Service

The position is part-time (22 hours per week) and fixed-term for 12 months or the earlier return of the post holder, whichever is the soonest. Salary will be on Administrative Services Grade 4 - £19,850 to £23,557 per annum, subject to annual pay award and 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

For informal enquiries please contact Jenny Sutton, School Finance and Office Manager on 01509 226303 or email J.M.Sutton@lboro.ac.uk

Applications

The closing date for receipt of applications is **26 October 2017**.