

Administrator (Part-Time 18.5 hours per week)

Job Ref: REQ260629

An exciting opportunity has arisen for a part-time administrator to join our Professional Services team working to help drive our People and Culture Strategy, In this role. You'll be at the heart of a fast-paced and dynamic professional service, acting as a key support contact for colleagues across the University. You'll need to have experience of working in an administrative function, be confident working with a wide range of stakeholders, applying excellent interpersonal, organisational and communication skills, alongside good IT skills.

You'll be comfortable working independently, planning and prioritising your own workload, while also enjoying being part of a team. Attention to detail, meeting deadlines and providing a friendly, efficient, and responsive service will be important to your success in the role.

Job Description

Job Family and Grade: Administrative Services Grade 4

Job Purpose

The administrator's duties will be varied, ranging from day-to-day administrative support to coordinating a range of organisational activities. This will include preparing induction packages for new staff, supporting financial administration, organising events and away days, recording sickness absence, and undertaking general office duties as required.

This is an on-campus role between Monday-Friday, reflecting the needs of the team and the importance of providing a responsive service to colleagues.

Job Duties:

Finance

- Using the Agresso Finance System, to be responsible for all day-to-day department business administration, as the Designated Department Person (DDP). Key activities will include:
 - Purchasing goods and services
 - Approval for Settlement invoices to be paid and raised.
 - Processing all PO's for HR and various external suppliers
 - To be responsible for purchasing, along with using the Purchase Card.
- To be the first point of contact for all queries associated with financial transactions.
- To maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
- To develop a strong working relationship with colleagues in Professional Services, in particular, in central Finance and Purchasing Offices, to ensure that all internal processes and procedures reflect and comply with university policy.

Staff Inductions

- Setting up induction sheets and discussions with relevant line manager on specific requests.

- Organising equipment and setting up initial meetings within the department.
- Ordering of laptops, and IT peripherals as and when required.

Sickness Absence

- To maintain sickness absence records on iTrent for all staff in the School and ensure relevant certification is obtained and uploaded to iTrent.

Systems

- To be responsible for reporting faults and maintenance requests via the Archibus system and following up requests to ensure completion.
- Use Microsoft Teams and SharePoint daily to support communication, collaboration, document management, information sharing across the organisation and coordination of business activities.

Events

- To make arrangements for regular meetings internally and externally, including but not limited too venue booking, invites and ordering refreshments.
- To organise and arrange away-days, conferences; seminars; workshops; interview panels on behalf of the Directors and HRSLT.

General Administration

- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with all levels of staff, as well as external stakeholders.
- To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.
- 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.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by Director of Service 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 outlined in the document.

Organisational Responsibility

Reports to the: Administration Team Leader

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Previous relevant experience of working in a busy office environment within a customer focused setting	1,3
	Experience of maintaining accurate electronic records.	1,3
	Experience of working with own initiative and as part of a team.	1,3
Skills and Abilities	Able to work well under pressure and keep to deadlines, working with flexibility and ability to manage conflicting priorities.	2,3
	Able to plan, prioritise, and work independently with minimal supervision.	3
	Evidence of proactively identifying opportunities for improvement and taking ownership of solutions that streamline processes, increase efficiency, and improve the customer experience.	3
	Excellent interpersonal, organisational, oral and written communication skills [Include the detail]	1,3
	Able to deal with a variety of people in a professional manner.	3
	Able to work with accuracy and attention to detail.	2,3
	Able to maintain confidentiality.	3
	Excellent practical IT skills including Microsoft Office for and Outlook for diary management.	2,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Evidence of continuous improvement e.g. Adopting new procedures and/or, processes.	1,3
Qualifications	GCSE Grade C or equivalent in English and Mathematics.	1
Other	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	1,3

Desirable Criteria:

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1,3

Skills and abilities	Understanding and knowledge of relevant legislation e.g. Data Protection Act, Freedom of Information etc.	1,3
	Able to take meeting minutes.	1,2,

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We 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.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.