

BUSINESS OPERATIONS ADMINISTRATOR

Job Ref: REQ260690

The **School of Sport Exercise and Health Sciences (SSEHS)** is a multi-disciplinary school committed to fostering a diverse and inclusive academic community. It upholds the highest standards of excellence in research, innovation, and pedagogy across the full spectrum of disciplines within sport, exercise, health and wellbeing.

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 is extremely proud to hold an [Athena Swan Silver Award](#) since 2012, recognising the commitment and work of the School in addressing gender inequalities in Science and to improving career progress for female academics. The School is committed to ensuring that female students and staff are able to achieve their full potential; and provides a flexible and open working culture to enable staff to maintain a work-life balance.

Job Description

Job Family and Grade: Administrative Services Grade 4

Job Purpose

To work within the School of Sport, Exercise and Health Sciences administrative team; primarily in support of the business operations section and also contribute to the Research and Innovation Support team and other sections of the administration function within the School, as required.

Job Duties:

Business Operations

1. Using the Unit4 ERP finance system, to be responsible for all day-to-day business operations activity within the School of Sport, Exercise and Health Sciences, including:
 - a. Purchasing goods and services.
 - b. Processing claims for expenses, casual workers and bought-in-teaching.
 - c. To work alongside colleagues to act as the first point of contact for all queries associated with financial transactions.
 - d. Acting as the reception point for all visitors to the School's Professional Services Office during certain times of the day/week and to liaise with the Student Support Team to inform them when visitors have arrived for appointments.
 - e. Dealing with post and parcels on a daily basis.
2. To generate ad-hoc financial reports and provide financial data as required, to assist with business planning and budget monitoring.
3. 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.

4. To provide appropriate financial information and advice to staff and Doctoral Researchers in the School.
5. To be responsible for the casual claims process, including undertaking right to work checks, liaising with casual workers and central HR/Payroll and adding hours to the casual claims system (including casual Bought in Teaching hours for those on a student visa).
6. To be responsible for reporting relevant building faults received via the School's facilities management (FM) mailbox on the University's Archibus system.
7. To act as a Display Screen (DSE) Assessor for the School, undertaking necessary training and reporting to the School lead accordingly.

Research and Innovation Support

8. To contribute to the research and innovation support team, including the organisation of research and innovation theme and sub-theme activities, assisting with the School's ethics processes, short course provision and REF preparations.

General Administration

9. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing with students, academic staff, external organisations and parents.
10. To undertake general clerical duties such as ordering printer paper, replacing printer ink cartridges, dealing with parcels and post, photocopying, filing and archiving.
11. 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.
12. To ensure compliance with relevant University policies and procedures.
13. To undertake any training and development deemed appropriate for the position by the School Head of Operations 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: **Business Administration Manager**

Direct Reports: N/A

Budget Responsibilities: N/A

Structure Chart: [include image if applicable].

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 student or other 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	Flexibility and the ability to adapt to a changing work environment.	3
	Able to work under pressure and keep to deadlines.	2,3
	Able to plan, prioritise and work independently with minimal supervision.	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 [insert task required 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 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: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Skills and abilities	Understanding and knowledge of relevant legislation e.g. Data Protection Act, Freedom of Information etc.	1,3

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.



We are committed to addressing gender inequalities in science and to improving career progression for female academics. The School of Sport, Exercise and Health Sciences holds a [Silver Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.

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.