



Staffordshire University Services Ltd

## Job Description

| General Details  |                                       |
|------------------|---------------------------------------|
| Job title:       | Programme Assistant (PEQF – LPF19-02) |
| School/Service:  | School of Law, Policing and Forensics |
| Normal Workbase: | Stoke Campus                          |
| Tenure:          | Permanent                             |
| Hours/FTE:       | Full Time, 37 hours per week/1.0 FTE  |
| Grade/Salary:    | Grade 4                               |
| Date Prepared:   | May 2019                              |

| Job Purpose   |
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| Acting as the first contact point in the provision of a confidential, professional support service within the Institute of Policing. The postholder will provide administrative support to the Director of the Institute of Policing by effectively co-ordinating and maintaining records and documentation relating to police education contracts and CPD programmes to enhance the student, staff and stakeholder experience. |

| Relationships                        |
|--------------------------------------|
| Reporting to: Programme Manager      |
| Responsible for: Programme Assistant |

| Main Activities  |
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| <ul style="list-style-type: none"><li>• Provide a professional service to support the successful delivery of police education contracts and CPD programmes.</li><li>• Plan, co-ordinate agendas for, assemble papers for and to take notes at meetings and to ensure follow up actions are completed.</li><li>• Provide professional support services for the Director of the Institute of Policing including organising internal and external meetings, visitors, hospitality, and prioritising messages and actions.</li><li>• Manage effectively the diary of the Director of the Institute of Policing and produce high-quality documentation on behalf of the Director, including internal and external correspondence, and the presentation of reports, committee papers, funding bids etc</li></ul> |

- Collate papers and related briefing material, using an appropriate bring-forward system, in advance of the Director's schedule of meetings and appointments etc
- Provide effective and efficient administrative support to the Institute ensuring deadlines are adhered to in line with the academic calendar.
- Provide support to the Programme manager with the production of accurate and detailed reports, project updates and evidence to meet audit and contract requirements, adhering to deadlines.
- In accordance with University and School policies and procedures, set up contracts for part time hourly paid lecturers, specialist lecturers, practice teachers, etc, and process claims against these contracts, maintaining appropriate records to track and monitor performance.
- Ensure compliance in ensuring right to work checks are undertaken in accordance with the University's Right to Work policy and comprehensive records are maintained.
- Receiving and distribute incoming mail/parcels/deliveries
- To process Institute of Policing staff development applications, including Training for Approved Qualifications and FIN1s, monitoring and tracking performance and providing regular reports to SMT.
- Provide Institute of Policing staff with support regarding travel, logistics and staff development
- Monitoring the progression of appeals and complaints and academic misconduct for police education students working with the Associate Dean, Students

#### **Special Conditions**

The appointment will be based at the Stoke campus of the University, although the post holder will be required to travel nationally as part of the role.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

#### **Variation to Job Description**

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

#### **Conditions of Service**

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.