

Job Description

Staffordshire University Services Ltd

General Details

Job title:	Administrative Assistant (CAE18-09)
School/Service:	School of Creative Arts and Engineering
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	37 hours per week
Grade/Salary:	Grade 4
Date Prepared:	February 2019

Job Purpose

Acting as the first contact point in the provision of a confidential, professional support service within the School by effectively co-ordinating and maintaining records and documentation relating to student recruitment and enhancement of the student experience as directed by members of the Senior Management Team, together with undertaking general administrative duties to support the work of the school.

Relationships

Reporting to:	PA to the Dean
Responsible for:	N/A

Main Activities

- To provide effective and efficient administrative support to subject groups within the School ensuring deadlines are adhered to in line with the academic calendar.
- To organise meetings, seminars, conferences or other School related events relating to student recruitment and student enhancement.
- To provide secretariat support for meetings as required, which will include minute taking, circulating agendas and associated papers for future meetings and progress/chase outstanding actions.
- To provide support with the production of accurate and detailed reports, project updates and evidence to meet audit requirements, adhering to deadlines set by external funding bodies and consortium partners, to produce accurate and detailed reports, project updates and evidence to meet audit requirements.
- In accordance with University and School policies and procedures, set up contracts for part time hourly paid lecturers, specialist lecturers, practice teachers, service users and carers, etc, and process claims against these contracts, maintaining appropriate records to track and monitor performance.
- To 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.

- To process staff development applications, including Training for Approved Qualifications and FIN1s, monitoring and tracking performance and providing regular reports to SMT.
- To assist with the development and maintenance of the School Induction pack.
- Liaising with academic colleagues and external colleagues regarding the completion of paperwork for honorary appointments, and ensuring all documentation is satisfactory prior to submission to the School Management Team (SMT) and the University Professorial Committee. Follow up on decisions ensuring records are up to date and communications are sent to Fellows/Professors.
- Receiving and distribute incoming mail/parcels/deliveries
- Maintaining and updating internal calendars for members of staff as appropriate
- Monitoring the progression of appeals and complaints working with the Associate Dean - Students
- To liaise with the external stakeholders, where required, on project administration issues in order to maintain a positive working relationship.
- Actively supporting the School in addressing equality issues in accordance with the Public Sector Equality Duty relating to the student experience.
- To participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- Contributing to the maintenance of a safe and healthy work environment within the School.
- To undertake any other duties as requested by the member of the Senior Management Team.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

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.