

Job Description

General Details

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| Job title: | Administrative Assistant, Centre for Crime, Justice and Security |
| School: | School of Law, Policing and Forensics |
| Normal Workbase: | Stoke Campus |
| Tenure: | Permanent |
| Hours/FTE: | 37 hours per week, 1.0 FTE |
| Grade/Salary: | Grade 4 |
| Date Prepared: | June 2021 |

Job Purpose

To provide comprehensive administration support to the Centre for Crime, Justice and Security (CCJS).

Relationships

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

Main Activities

Secretarial & Administrative role

1. To plan, co-ordinate agendas for, assemble papers for and to take notes at meetings and to ensure follow up actions are completed.
2. To organise internal and external meetings related to research and enterprise activities (including hospitality arrangements).
3. To set up and maintain filing arrangements related to research and enterprise activities, working closely with the PA to the Dean.
4. To provide a professional meeting service, including telephone callers, e-mail and associated internet services, and personal visitors related to research and enterprise activities.
5. To manage effectively the diary of nominated members of the School.

6. To screen and manage in-coming telephone calls, e-mail messages, correspondence, etc, in an appropriately structured and prioritised manner, including the preparation of acknowledgement responses and follow-on actions.
7. To produce high-quality hard-copy documentation on behalf of the School, including internal and external correspondence, and the presentation of reports, committee papers, funding bids etc.
8. To initiate correspondence related to research and enterprise, including the composition of draft responses.
9. To collate papers and related briefing material, using an appropriate bring-forward system, in advance of research and enterprise schedule of meetings and appointments etc.
10. To develop and maintain appropriate administrative systems, utilising appropriate technology.
11. To co-ordinate the follow-up action planning arising from internal and external meetings related to research and enterprise, specifically in relation to compliance with deadline dates, and the progress-chasing of action points etc.
12. To collate appropriate briefing material in relation to specified topics for staff in advance of meetings within the University and in preparation for meetings with external visitors and business meetings outside the University related to research and enterprise.
13. To update and maintain, when required, spreadsheets, databases and tracker documents.
14. To ensure the safe storage of electronic documents using the central facility to enable easy retrieval of information.
15. To cover the activities of the Dean's PA during periods of leave or absence.
16. To ensure high levels of confidentiality are maintained at all times.
17. The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
18. To undertake other such responsibilities as may reasonably be required.

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.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

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 (SUS Ltd) 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 Services Limited (SUS Ltd) 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.