



**University of
East London**

Pioneering Futures Since 1898

JOB DESCRIPTION

Job Title:	Deputy School Manager
School:	Architecture Computing & Engineering
Grade:	E
Campus:	Docklands
Responsible to:	School Business Manager
Liaison with:	PVC/Dean and Head of School along with UEL staff

ABOUT UEL:

The University of East London has been pioneering futures since 1898: from the 2nd Industrial Revolution through to where we are now, the 4th. We are a careers-led university, dedicated to supporting our students to develop the skills, emotional intelligence and creativity needed to thrive in a constantly changing world.

Vision 2028 has been developed to transform our curriculum, pedagogy, research impact and partnerships to make a positive difference to student, graduate and community success. Our ambitious but achievable goal is to become the leading careers-focused, enterprising university in the UK, one which both prepares our students for the jobs of the future and provides the innovation to drive that future sustainably and inclusively.

THE DEPARTMENT:

The School of Architecture, Computing and Engineering (ACE) is an award-winning school with dedicated industrial links and key strengths in vocational education. We have a track record in producing highly employable graduates by applying design methodologies and advanced technologies to real-life scenarios in architecture, computing, engineering and visual arts.

JOB PURPOSE:

To provide PA, executive, business and administrative support to the School, the Head of School, and the PVC/Dean of the College under the direction of the School Business Manager.

MAIN DUTIES AND RESPONSIBILITIES:

- Plan, organise and maintain the electronic diary of the Head of School to enable them to effectively use their time, ensuring that they are provided with all necessary

information and travel arrangements, supported with receiving visitors, and arranging meetings as necessary;

- Plan, organise and maintain the Head of Schools' and others documentation as necessary, including email, preparing draft briefing documents and conducting accompanying research as required;
- Liaise with staff, students and external organisations on the Head of Schools' and other's behalf, developing and maintaining positive working relationships with contacts;
- Undertake administrative support for key School and College Committees, including but not limited to the taking of formal minutes for School Management Team and UEL working groups as required e.g. Athena Swan working group, and to expedite follow up actions resulting from them;
- Delivers financial administration for the School, including: raising purchase orders; responsible for purchases and the School purchase card; supporting financial year-end processes; supporting budget management and maintaining records of spend; ensuring maintenance of administrative resource levels, and arranging travel and accommodation for students and staff;
- Leading on HR processes, supports recruitment and appointment processes in the School (including Hourly Paid and Guest Lecturers), ensuring that accurate records of leave and sickness are held within the School;
- Acting as a School Health and Safety Coordinator, responsible for supporting and leading on administrative processes to support a healthy and safe School working environment, including: undertaking workplace inspections; serving on the College Health and Safety Committee; supporting and monitoring mandatory training attendance, and arranging related testing (e.g. PAT testing) and related estates provisions;
- Manage specific projects on behalf of and under the general direction of the School Business Manager, deputising for the School Business Manager as required in areas of work;
- Maintain comprehensive and effective electronic records as per GDPR and other statutory requirements;
- Play an active and leading role in the continual development, promotion and maintenance of efficient and effective administrative systems, processes and procedures in the School, including the development and update of School documentation and intranet pages;
- Undertake any other duties at the request of the School Business Manager that are commensurate with the post;
- Work in accordance with the UEL's equal opportunities policy.

PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:

Essential criteria;

- Educated to A level standard or equivalent (A/C)

Desirable criteria;

- A Degree (A/C)

KNOWLEDGE AND EXPERIENCE:

Essential criteria;

- Experience of supporting senior management level staff in a Senior Administrative Role, including the drafting of minutes, reports and presentations (A/I)

Desirable criteria;

- Experience of providing administrative support in an HE environment (I)

SKILLS AND ABILITIES:

Essential criteria;

- Proven experience in Microsoft office applications, including Word, Excel and PowerPoint (A/I)

COMMUNICATION:

Essential criteria;

- Good verbal and written communication skills, with the ability to receive, understand and convey information that needs accurate and careful explanation or interpretation in a clear and accurate manner (A/I)

SERVICE DELIVERY:

Essential criteria;

- Attention to detail and the ability to maintain work of a high standard (A/I)
- Ability to use initiative and creativity to resolve problems and identify practical and suitable solutions (I)

TEAMWORK AND MOTIVATION:

Essential criteria;

- Experience of working as part of a small team, supporting others to deal with peaks in demand and contributing to collaborative decisions with colleagues (A/I)

PLANNING AND ORGANISING:**Essential criteria;**

- Ability to plan, prioritise and organise work or resources (I)
- Experience of working to support multiple deadlines and conflicting priorities in a fast-paced working environment (A/I)

LIAISON AND NETWORKING:**Essential criteria;**

- Experience of working across an organisation to build and maintain working relationships (I)

OTHER ESSENTIAL CRITERIA:

- Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)
- Ability to exercise discretion in dealing with confidential or sensitive matters (I)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

T = Test