

**JOB DESCRIPTION**

|  |  |
| --- | --- |
|   |  |
| **Job Title:**  | School Senior Administration Officer (12 month FTC with possible extension subject to review) |
| **School:** | Psychology |
| **Grade:**  | E  |
| **Campus:**  | Stratford  |
| **Responsible:**  | School Business Manager |
| **Liaison with:**  | Dean of School, Heads of Department, Directors SMT and other staff in the School and across UEL; on occasion students. External Stakeholders.  |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines cutting-edge education with a passion for creating positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our transformational 10-year Vision 2028 strategic plan, spearheaded by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for creating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your unique skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome talented individuals who are committed to advancing their careers while making a positive impact on the world.

**Job Purpose**

To work under the direction of the School Business Manager to provide PA, executive, business and administrative support to the School, Dean of School, Head of Department and the Directors.

**Main Duties and Responsibilities**

* Plan, organise and maintain the electronic diary of the Heads of Department 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 Heads of Department and others documentation as necessary, including email, preparing draft briefing documents and conducting accompanying research as required.
* Manage specific school projects on behalf of and under the direction of the School Business Manager.
* Undertake secretarial support, including but not limited to the taking of formal minutes for School Management Team and School Committees as required and to expedite follow up actions resulting from them.
* Liaise with staff, students and external organisations and others developing and maintaining positive working relationships with contacts
* Delivers administration of financial records and processes, including raising purchase orders; temporary staff contracts; travel and accommodation for students and staff; supporting financial year end processes and assist in maintaining records supporting budget management and maintenance of administrative resource.
* Supports recruitment and appointment process in the school including (School Hourly Paid, Guest and Third Lecturers). Maintenance of contracts and contract data, and the provision of contract returns as required, including payroll.
* Assist with maintaining accurate records of leave and sickness within the school.
* Play an active role in the development and maintenance of efficient and effective electronic administrative systems in the School; including maintaining comprehensive filing systems, data collection and synthesis as per GDPR and other statutory requirements.
* Play an active and leading role in the continual development, promotion and maintenance of School intranet pages, including School newsletter and social media platforms.
* Ensure that the School's administrative resource levels are maintained, including stationery stock levels.
* Manage School events including booking venue, catering, communications, booking systems and promotion/publicity.
* Assist 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 Health and Safety Committee; supporting and monitoring mandatory training attendance, and arranging related testing (e.g. PAT testing) and related estates provisions.
* Undertake any other duties at the request of the Schools Business Manager that are commensurate with the post.
* Work in accordance with the UEL's equal opportunities policy.

**PERSON SPECIFICATION**

**EDUCATION QUALIFICATIONS:**

**Essential criteria**

* A level (or equivalent) in a relevant subject with evidence of strong analytical and communication skills (A/C)

**Desirable criteria**

* An undergraduate degree in a relevant discipline or equivalent professional qualification (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria**

* Experience of supporting senior management staff in a Senior Administrative Role, including the drafting of minutes, reports and presentations (A)
* Proven experience at an Advanced level of Microsoft Office applications, including Word, Excel and PowerPoint (A)

**Desirable criteria**

* Experience of providing administrative support in an HE environment (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 (I)
* Ability to exercise discretion in dealing with confidential or sensitive matters (I)
* Awareness and demonstrable experience of GDPR and its application in HE environment (A)

**SERVICE DELIVERY**

**Essential criteria;**

* Attention to detail and the ability to maintain work of a high standard (A)
* Agile planning and the ability take ownership of a task from start to finish (I)
* Ability to contribute to parallel tasks and successfully complete these (I)
* Ability to use initiative and creativity to resolve problems and identify practical and suitable solutions (A)
* Experience of contributing to collaborative decisions with colleagues (I)

**TEAMWORK & MOTIVATION**

**Essential criteria;**

* Experience of working as part of a small team, supporting others to deal with peaks in demand (A)

**PLANNING & 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)
* Experience of Organising Events (A)

**LIAISON & NETWORKING**

**Essential criteria;**

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

**OTHER ESSENTIAL CRITERIA**

* Commitment to and understanding of equality issues within a diverse and multicultural environment (I)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

P = Presentation

R = Research papers

T = Test