ROLE PROFILE

Job Title: Education Centre Coordinator (full time)

School/Department: School of Medicine, Education Centre

Job Family and Level: Administrative, Professional and Managerial, level 3

Contract Status: Permanent

Hours of Work: Full time (36.25 hours per week). Job share arrangements may be considered for this post.

Location: B Floor, Medical School

Reporting to: Head of Education and Student Experience

Purpose of the New Role:

The role holder will provide senior level administrative support to the Education Centre management team. This role holder will work closely with the Head of Education and Student Experience, to ensure effective budget monitoring for the Centre and also assist with the coordination of all aspects of human resource management. The role holder will also manage the diaries of a number of members of the Senior Team. The role holder will be required to support for various projects within the Education Centre.

Main Responsibilities | % time per year
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1. Divisional Administration and Support:  
   - Support for projects in the Education Centre as required. This will include development and monitoring of action plans and project coordination.  
   - Diary management.  
   - Executive support assistance to senior members of the Education Centre.  
   - Coordination of Education Centre events, for example visits from international partners.  
   - Office management, including allocation of space.  
   - Committee Support – including preparation of agenda’s papers and minutes. | 35%

2. Staffing Administration:  
   - Maintenance of HR records, including annual leave and sickness.  
   - Monitoring of sickness and annual leave.  
   - Coordination of induction and monitoring of training. Including production of the Education Centre induction programme and staff handbook.  
   - Develop systems to ensure the Centre can respond to annual data collection requests on all aspects of staffing.  
   - Administration of all aspects of recruitment and selection of staff.  
   - Monitoring of fixed term contracts. | 30%

3. Financial Administration:  
   - Develop processes and procedures to ensure Education Centre compliance with University financial regulations.  
   - Monitoring of Education Centre budgets.  
   - All aspects of financial processing in accordance with University regulations.  
   - Coordination of financial year end administration.  
   - Support for project costings. | 35%
**Knowledge, Skills, Qualifications & Experience**

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<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• HNC/HND or equivalent, plus English and Maths at GCSE or equivalent. OR • Substantial work experience in further or higher education.</td>
<td>• Educated to degree level, or equivalent.</td>
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<th>Skills/Training</th>
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<th>Desirable</th>
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<td>• Good IT skills, including MS Word, Excel and Outlook. • Excellent verbal and written communication skills. • Excellent organisational and time-management skills and ability to prioritise own workload. • Ability to work on own initiative and to identify new opportunities and creative solutions. • Ability to work accurately under pressure to meet tight deadlines. • Ability to deal with unforeseen issues in ever changing circumstances.</td>
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<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Considerable experience of working in a similar role. • Experience of managing a diverse workload. • Experience of working with budgets, and with financial spreadsheets and databases.</td>
<td>• Relevant experience working within the Higher Education sector.</td>
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<th>Other</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Willingness to adopt the Ethos and Principles of the School of Medicine.</td>
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The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation to ensure equal opportunity, best working practices and fair policies for all.

The School of Medicine holds a Silver Athena SWAN award in recognition of our achievements in promoting and advancing these principles. Please see http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx