Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Assistant Administrator</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>School of Medicine, Clinical Neuroscience</td>
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<tr>
<td>Location</td>
<td>Queens Medical Centre</td>
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<tr>
<td>Job family and level</td>
<td>Administrative, Professional and Managerial Level 2</td>
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Purpose of role

The purpose of the role is to provide administration support to the Head of Division, the Operations Manager and Assistant Operations Manager within the Division of Clinical Neuroscience (DCN). The role holder will support the administration of the Division and actively ensure its smooth running, thereby enabling the Division to meet its objectives of high-quality research and teaching. The role requires self-motivation, ingenuity and pro-activity in order to provide a wide range of advice and support to all staff and students. The role holder will liaise with academic sections within the division along with central support services, the School of Medicine and other Faculty colleagues.

Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<td>1</td>
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**General Administration:**
- Day to day administration for the division.
- Processing Authority to Fill (ATF) requests for new posts, changes to existing posts, extensions to existing posts, and via the Vacancy Management process online system administering the recruitment to new posts.
- Processing applications for Associates, Casual Workers and Unitemps.
- Approving timesheets for Unitemp colleagues.
- Co-ordinating arrangements of departing colleagues, completing Leaver's forms and issuing Leaver's Checklist for staff and contract researchers.
- Managing and monitoring annual leave forms and/or databases.
- Sickness absence reporting and follow-up process to Payroll.
- Co-ordinating room bookings for all central DCN meetings, or meetings in DCN meeting rooms.
- Booking travel, hotels, conference registration for staff and Post Graduate students.

50%

**Monthly/Annual Divisional Responsibilities:**
- Arranging meetings, seminars, research days, as required.
- Collating and distributing agendas and documentation relevant to the meetings.

30%
- Updating paperwork relevant to meetings within the divisions.
- Ordering refreshments/catering for meetings, events, seminars, etc.
- Minute-taking of monthly Executive and Management committee meetings.
- Collecting data returns for completion of school level activities e.g. Athena SWAN.
- Supporting the Head of Division with the bi-annual process for appointing Honorary Appointments.
- Supporting the Operations Manager with the annual performance review procedure.

### Finance:
- Purchasing of IT, office stationery and any other equipment or services via Agresso P2P (purchase order) or via purchase card including monthly reconciliation.
- Raising sales invoices requests.
- Raising internal transfer journals for recharges across internal project codes.
- Quarterly recharging of photocopy costs to research project users where relevant.
- Maintaining database of annual Post Graduate Research students.
- Assisting with annual finance Year End procedures with reference to Operations/Assistant Operations Managers.

- Any other duties appropriate to the grade and role.
## Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>▪ Excellent oral and written communication skills.</td>
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<td>▪ Ability to build working relationships within the School/department, University and external contacts.</td>
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<td>▪ Extensive IT knowledge (Mac, MS Office, email).</td>
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<td>▪ Ability to plan and organise your own work activities in response to differing needs of the department and deadlines.</td>
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<td>▪ Ability to work proactively, using own initiative, to resolve internal and external queries and to provide and maintain a high level of administration whilst working to deadlines.</td>
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<td>▪ Accuracy, reliability and willing and adaptable to learn new skills and procedures as required by changing University procedures and legislation.</td>
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<td><strong>Knowledge and experience</strong></td>
<td>▪ Experience of handling confidential and sensitive information.</td>
<td>▪ Experience of using University software.</td>
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<td>▪ Broad administrative/secretarial experience.</td>
<td>▪ Working as part of an administrative team.</td>
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<td><strong>Qualifications, certification and training (relevant to role)</strong></td>
<td>▪ Five GCSE’s or equivalent, including Maths and English. <strong>OR</strong></td>
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<td>▪ Vocational qualification (NVQ2 Administration with Secretarial Skills) or equivalent and experience of an office/administrative environment. <strong>OR</strong></td>
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<td>▪ Work experience in a relevant role.</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
- Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

**Taking ownership**
- Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

**Forward thinking**
- Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

**Professional pride**
- Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

**Always inclusive**
- Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

- **Line manager**
  - Operations Manager/
    - Assistant Operations Manager

- **Role holder**
  - Assistant Administrator

- **Key stakeholder relationships**
  - Senior Academics
  - Colleagues
  - Students