# Role Profile

## Job title
Extra Mural Studies Administrator

## Job family and level
Administrative, Professional and Managerial Level 2

## School/Department
School of Veterinary Medicine & Science

## Location
Sutton Bonington Campus

## Purpose of role
The purpose of the role is to provide strategic and administrative support to the veterinary physiotherapy, clinical rotations and EMS placements teams. Support is across a wide range of activities, providing support and strategic advice to the heads of departments and academic members of staff.

<table>
<thead>
<tr>
<th>Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)</th>
<th>% time per year</th>
</tr>
</thead>
</table>
| **Provide general administrative support associated with Extra Mural Studies (EMS):**
Dealing with staff and external enquiries, liaising with the RCVS and other UK Veterinary Schools, compiling appropriate correspondence and maintaining filling systems for Animal Husbandry and Clinical EMS (including advising hosts, insurance documentation, students and tutors, risk assessment, records monitoring and management, practitioner and student feedback) | 70% |
| **Provide support to EMS Sub-Dean**
Advise on RCVS policies, health and safety, insurance etc.) | 10% |
| **Act as a point of contact for all potential placement opportunities**
e.g. farms, practices and other organisations, liaising with all stakeholders as required | 15% |
| **Helping with other administrative matters as and when required**
Any other duties appropriate to the role and level | 5% |
### Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Excellent IT skills, including knowledge of Microsoft Word, Excel, Internet and Email.</td>
<td>Database skills (e.g. Access)</td>
</tr>
<tr>
<td></td>
<td>Strong interpersonal and communication skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must have an ability to organise own workload</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to use own initiative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Self-motivated, able to multi-task and work in a busy environment with regular interruptions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flexible attitude to working hours at busy periods</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to work as part of a team</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge and experience</th>
<th>Administrative experience at a level which requires a minimum of supervision.</th>
<th>Experience of working in Higher Education</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Educated to at least GCSE level (or equivalent), including Maths and English at grade C or above Or considerable work experience in relevant role</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Statutory, legal or special requirements</th>
<th>Satisfactory basic disclosure obtained from the Disclosure and Barring Service.</th>
<th></th>
</tr>
</thead>
</table>

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 workforce 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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

Forward thinking
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

Professional pride
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

- Line manager
  - Clinical Rotations and EMS Manager

- Role holder
  - EMS Administrator

- Key stakeholder relationships
  - External providers and clinical associate practices
  - Colleagues
  - Students