## Role profile

### Job title
Senior Administrator

### Job family and level
Administrative, Professional and Managerial Level 3

### School/Department
Mathematical Sciences

### Location
University Park

### Purpose of role
The purpose of the role is to coordinate, implement, and deliver the administration of the large Department across the range of its activities, providing support and strategic advice to the school/hub or faculty leadership.

### Main responsibilities

<table>
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<tr>
<th>% time per year</th>
<th>General administrative support</th>
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<tbody>
<tr>
<td>50%</td>
<td>▪ Lead on key administrative outputs within a school/hub or faculty</td>
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<td>▪ Deliver the general operation on aspects including but not limited to staffing matters, recruitment, induction, budget and resource management, committee structure and administration, purchasing, secretariat, document review and preparation, senior leadership support</td>
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<td>▪ Advise on and propose changes in procedures, plans, priorities and office systems to continually improve operational efficiency and quality of service in own work area.</td>
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<td>▪ Provide professional advice and recommendations within University policy.</td>
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<td>▪ The role will broadly support multiple aspects of a school/hub or faculty operation including liaison with students, professional services, academic colleagues and / or other stakeholders</td>
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<td>▪ Organising events, conferences and other such occasions</td>
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<td></td>
<td>▪ Stakeholder management including support provided to academics, PGR/PGT students, and other stakeholders</td>
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| 30%             | Documentation and policies                                                                    |
|                 | ▪ Maintain records for staff, students and / or finances as required                          |
|                 | ▪ Update policies, documentation associated with the faculty and its schools as required      |
|                 | ▪ Analyse data and produce reports for management as required                                 |
|                 | ▪ Maintain adherence to compliance and regulatory policies around data                        |

| 15%             | Other duties                                                                                  |
|                 | ▪ Direct line management of an administrative team as required                                |
- Provide support to senior leaders and other stakeholders as required on operational outputs
- Ensure a safe and well-maintained office environment for staff, students and visitors.
- Undertaking professional and personal development, where appropriate, to ensure the continual updating of skills and knowledge

| 4 | Any other duties appropriate to the grade and role | 5% |
# Person specification

<table>
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<tr>
<th>Essential</th>
<th>Desirable</th>
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| **Skills** | | ▪ High level of IT skills, including MS Office suite (eg.Outlook, Word, Excel, SharePoint and Teams) and ability to integrate different packages.  
▪ Skills in drafting complex documentation  
▪ Excellent verbal and written communication skills.  
▪ Strong numeracy skills  
▪ Excellent planning, organisational and time-management skills.  
▪ Demonstrable ability to provide and maintain a high level of customer service  
▪ High degree of initiative, responsibility and self-motivation and a professional attitude with a proactive approach to problem solving  
▪ Proactive approach towards continual improvement of process and procedures |
| **Knowledge and experience** | | ▪ Considerable experience in relevant field [operational / financial management].  
▪ Demonstrable experience of working successfully as part of a team in an administrative/office environment  
▪ Experience of working within established procedures with minimum day-to-day supervision  
▪ Ability to plan and define priorities and work flexibly and effectively under pressure to meet demanding and sometimes conflicting deadlines  
▪ Appreciation of other cultures and languages.  
▪ Previous relevant work experience in a Higher/Further Education environment.  
▪ Experience of financial processing and budget monitoring  
▪ Experience of co-ordinating HR processes such as recruitment, contract renewals and visas.  
▪ Experience of managing events  
▪ Experience of managing and developing a team  
▪ Significant experience of working accurately with finance or numerical data. |
| **Qualifications, certification and training (relevant to role)** | | ▪ Educated to HND/HNC level (or equivalent) including Grade C or above in English and Mathematics at GCSE (or equivalent), with some relevant work experience or  
▪ Substantial relevant work experience gained through a  
▪ |
<table>
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<tr>
<th><strong>Statutory, legal or special requirements</strong></th>
<th><strong>High level of confidentiality with an awareness of key legislation — e.g. Freedom of Information, Data Protection Act, Equality Act</strong></th>
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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 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

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Role holder
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Key stakeholder relationships --> Direct Reports, Colleagues, Students
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Line manager
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Operations Manager
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Senior Administrator
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Direct Reports
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Colleagues
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Students
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