



<b>Job title</b>	Coordinator - Academic Unit	<b>Job family and level</b>	Administrative, Professional and Managerial Level 3
<b>School/ Department</b>	School of Medicine, Translational Medical Sciences	<b>Location</b>	University of Nottingham, University Park Campus

## Purpose of role

The purpose of the role is to coordinate, implement, and deliver the administration in the School of Medicine across the range of its activities providing support and advice to an Academic Unit and its staff and students.

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit and purpose of the post may be requested. You will be expected to work flexibly to support the Professional Services across the School.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% Time per year</b>
	<p><b>General Administration</b> General support for administration and maintaining operation which may include:</p> <ul style="list-style-type: none"> <li>▪ Lead on key administrative outputs within the Unit</li> <li>▪ Deliver the general operation on aspects including but not limited to HR, financial accounts, committee structure and administration, purchasing, document review and preparation</li> <li>▪ Using the Agresso Finance System, to be responsible for day-to-day finance administration for the Unit/School, acting as the Designated Department Person (DDP), purchasing via Purchase Order and Purchase Card, raising invoice requests</li> <li>▪ In conjunction with the Operations Manager, to proactively monitor non-pay budgets in conjunction with the budget holder(s)</li> <li>▪ To provide appropriate financial information and generate financial reports or data as required, to assist with business planning and budget monitoring</li> <li>▪ To maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines</li> </ul>	60%

	<ul style="list-style-type: none"> <li>▪ Coordinate the administration within key area of responsibility</li> <li>▪ The role will broadly coordinate all aspects of the Unit operations including liaison with students, professional services, academic colleagues and other stakeholders</li> <li>▪ Lead on the organising events, conferences and other such activities to support the Unit</li> <li>▪ Stakeholder management including support provided to academics, students, and other stakeholders</li> <li>▪ Lead on marketing support including intranet/internet, developing and maintaining SharePoint sites, internal communications</li> <li>▪ Lead on projects and activities to drive common objectives as defined by team or area</li> <li>▪ Review and adjust processes, procedures and ways of working to improve effectiveness using lean principles</li> </ul>	
	<p><b>Governance and administrative support</b></p> <ul style="list-style-type: none"> <li>▪ Provide comprehensive support to committees, working groups, task and finish groups projects etc., including prepare, coordinate and minute meetings, follow up work and actions and any other associated activities</li> </ul>	20%
	<p><b>Support for specific outputs</b></p> <ul style="list-style-type: none"> <li>▪ Develop and maintain relevant databases and spreadsheets which may include personnel data, research data, or other</li> <li>▪ Maintenance and contribution to online assets and collateral and digital outputs</li> <li>▪ Data management and adherence with GDPR requirements</li> <li>▪ Support key areas of the School in undertaking desk-based research, and preparing documents, briefings and reports</li> <li>▪ To lead on specific projects for the Unit working with minimal supervision</li> <li>▪ Support projects to drive common objectives as defined by team or area</li> <li>▪ Reporting outcomes, progress and follow up of complex processes</li> </ul>	20%
	<ul style="list-style-type: none"> <li>▪ Any other duties appropriate to the role and level</li> </ul>	

## Personal Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills</li> <li>▪ Excellent interpersonal and organisational skills</li> <li>▪ Evidence of a high degree of personal initiative, responsibility and self-motivation, with a proactive approach to problem solving</li> <li>▪ Evidence of excellent organisational, planning and time management, including proven ability to manage a demanding workload involving multiple projects with accuracy and a high attention to detail despite competing priorities and challenging deadlines</li> <li>▪ Demonstrable experience of organising successful events and projects delivery</li> <li>▪ Ability to build relationships with individuals and representatives of external organisations</li> <li>▪ Ability to work with minimal supervision</li> <li>▪ Evidence of planning, managing and coordinating projects and events</li> <li>▪ Understanding of principles of marketing</li> <li>▪ Proven ability to work in a team environment, supporting colleagues and sharing expertise</li> <li>▪ Willingness to learn new skills and procedures</li> <li>▪ Excellent customer relations</li> <li>▪ High levels of resilience</li> <li>▪ Ability to deal with a change</li> <li>▪ Flexible team player; adaptable and enjoys a challenge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Preferably experience of using</li> <li>▪ Sciquest, Agresso and Campus Solutions</li> </ul>

<p><b>Knowledge and experience</b></p>	<ul style="list-style-type: none"> <li>▪ Extensive IT knowledge (MS Office, email, websites, workspace, SharePoint)</li> <li>▪ Ability to build working relationships within the School University and external suppliers</li> <li>▪ Advanced experience of planning own work activities in response to differing needs of the School and deadlines</li> <li>▪ Demonstrable experience of working independently to resolve complex internal and external queries and to provide and maintain a high level of customer service whilst working to deadlines</li> <li>▪ Accuracy, reliability and willing and adaptable to learn new skills and procedures as required by changing University procedures and legislation</li> <li>▪ Demonstrable experience of accurately monitoring financial budgets</li> <li>▪ Experience of providing administrative support to meetings, including organising, minute taking and carrying out follow up actions</li> </ul>	
<p><b>Qualifications, certification and training (relevant to role)</b></p>	<ul style="list-style-type: none"> <li>▪ HNC/HND, or equivalent plus</li> <li>▪ English and maths at GCSE or equivalent</li> </ul> <p>OR</p> <p>Substantial work experience in further or higher education</p>	<ul style="list-style-type: none"> <li>▪ Educated to degree level, or equivalent</li> <li>▪ Lean Six Sigma</li> </ul>
<p><b>Statutory, legal or special requirements</b></p>	<ul style="list-style-type: none"> <li>▪ Knowledge, awareness, understanding and application of University procedures and relevant legislation in areas including finance, HR, procurement, H&amp;S.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Willingness to adopt the <a href="#">vision and values</a> of the School of Medicine</li> <li>▪ Adopting and delivering to the School of Medicine's Professional Services Service Excellence Standards</li> </ul>	



## 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

