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| Job title | Coordinator - Academic Unit | Job family and level | Administrative, Professional and Managerial Level 3 |
| School/ Department | School of Medicine, Translational Medical Sciences | Location | University of Nottingham Derby Royal Hospital |

Purpose of role

The purpose of the role is to coordinate, implement, and deliver the administration in the School of Medicine at Derby across the range of its research and postgraduate research student activities, providing support and advice to staff based at the School's Derby site.

Additionally, working alongside colleagues in the Education Centre, you will ensure the smooth day to day running of the School of Medicine at its Derby site.

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.

The School of Medicine recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % Time per year |
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| 1. | <p>Building administration</p> <ul style="list-style-type: none"> ▪ Lead on organising events, conferences, meetings and other such activities to support the colleagues. ▪ Alongside the Senior Operations Managers, liaise with the University Estates Department on all building management issues e.g. cleaning and security, initiating procedures to rectify repairs and obtain quotes for remedial work in line with the University guidelines. ▪ Manage all space administration issues within the building. Alongside the Senior Operations Managers, organise staff forums/workshops on building management issues ▪ Respond to generic building requests, such as keys, photocopier and printing enquiries and signage. ▪ Lead on developing and maintaining SharePoint sites and internal communications | 35% |

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| 2. | <p>Health and Wellbeing</p> <ul style="list-style-type: none"> ▪ Oversee the office safety for all Academic Units at the University of Nottingham Derby site. Arranging site inspections, test fire alarm evacuations, ensure first aid lists are maintained and adequate signage is placed around the building. Signpost colleagues requiring DSE assessment and provide guidance where needed. Coordinate PAT testing in office areas. | 20% |
| 3. | <p>Finance administration General support for administration and maintaining operation which may include:</p> <ul style="list-style-type: none"> ▪ Using the Agresso Finance System, to be responsible for day-to-day finance administration for the Unit/School, purchasing via Purchase Order and Purchase Card and raising invoice requests. ▪ In conjunction with the Senior Operations Manager, proactively monitor non-pay budgets in conjunction with the budget holder(s) ▪ To provide appropriate financial information and generate financial reports or data as required, to assist with business planning and budget monitoring and to ensure compliance with end of year accounting arrangements/deadlines ▪ To maintain appropriate financial records and those specifically required for audit purpose ▪ Oversight of deliveries to the building. Receiving goods and logging on Agresso/ scanning documents, distribution of deliveries. | 30% |
| 4. | <p>Governance and administrative support</p> <ul style="list-style-type: none"> ▪ 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 ▪ Work as part of an administrative team to support colleagues across the wider School of Medicine ▪ Lead on organising events, conferences, meetings and other such activities to support the colleagues. ▪ Line manage administrative staff providing administrative support to clinical academics at Derby. Responsibilities include: delegation and supervision of work, undertaking appraisal, development conversations, agree objectives, manage sickness absence. | 15% |
| 5. | <ul style="list-style-type: none"> ▪ Any other duties appropriate to the role and level | N/A |

Personal Specification

| | Essential | Desirable |
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| Skills | <ul style="list-style-type: none"> ▪ Excellent oral and written communication skills ▪ Excellent interpersonal and organisational skills ▪ Evidence of a high degree of personal initiative, responsibility and self-motivation, with a proactive approach to problem solving ▪ 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 ▪ Demonstrable experience of organising successful events and projects delivery ▪ Ability to build relationships with individuals and representatives of external organisations ▪ Ability to work with minimal supervision ▪ Evidence of planning, managing and coordinating projects and events ▪ Understanding of principles of marketing ▪ Proven ability to work in a team environment, supporting colleagues and sharing expertise ▪ Willingness to learn new skills and procedures ▪ Excellent customer relations ▪ High levels of resilience ▪ Ability to deal with a change ▪ Flexible team player willing to do what it takes to get the job | <ul style="list-style-type: none"> ▪ Preferably experience of using ▪ Sciquest, Agresso and Campus Solutions |

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| | done; adaptable and enjoys a challenge | |
| Knowledge and experience | <ul style="list-style-type: none"> ▪ Extensive IT knowledge (MS Office, email, websites, workspace, SharePoint) ▪ Ability to build working relationships within the School University and external suppliers ▪ Advanced experience of planning own work activities in response to differing needs of the School and deadlines ▪ 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 ▪ Accuracy, reliability and willing and adaptable to learn new skills and procedures as required by changing University procedures and legislation ▪ Demonstrable experience of accurately monitoring financial budgets ▪ Demonstrable experience of providing administrative support to committees or working groups, including organising, minute taking and undertaking follow up actions | |
| Qualifications, certification and training (relevant to role) | <ul style="list-style-type: none"> ▪ HNC/HND, or equivalent plus ▪ English and maths at GCSE or equivalent <p>OR</p> <p>Substantial work experience in further or higher education</p> | <ul style="list-style-type: none"> ▪ Educated to degree level, or equivalent |
| Statutory, legal or special requirements | <ul style="list-style-type: none"> ▪ Knowledge, awareness, understanding and application of University procedures and relevant legislation in areas including finance, HR, procurement, H&S. | |
| | <ul style="list-style-type: none"> ▪ Adopting and delivering to the School of Medicine's | |

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| | Professional Services Service Excellence Standards | |
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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

