



<b>Job title</b>	Administrator (Operations, Facilities and Health and Safety)	<b>Job family and level</b>	Administrative, Professional and Managerial Level 2
<b>School/ Department</b>	Cultures, Languages and Area Studies	<b>Location</b>	Trent Building, University Park Campus

## Purpose of role

To provide high level administrative support in all areas of school operations, and specifically supporting facilities and Health and Safety, acting as H&S Assistant to support the School H&S Coordinator. The role holder will be based in the School Management and Research Office which is responsible for the effective and efficient provision of administrative support for a broad range of school activities.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Facilities, and Health and Safety</b> Support the Senior Administrator/H&amp;S Coordinator to organise and co-ordinate processes to maintain the school's physical infrastructure (offices and communal space), equipment and consumables so as to provide an effective, efficient, attractive and safe working environment for the benefit of staff, students and visitors. Duties will include:</p> <ul style="list-style-type: none"> <li>• Undertaking of routine housekeeping and inspection of school rooms to identify and address any H&amp;S concerns, carrying out Display Screen Equipment checks for colleagues and delivering H&amp;S induction for new staff and PGR students.</li> <li>• Organisation of annual Portable Appliance Testing, including communicating arrangements to staff and liaising with contractors to arrange room access.</li> <li>• Initiating works requests for minor issues in the building, liaising with Estates to ensure the work is carried out and maintaining a log to monitor related expenditure.</li> <li>• Supporting the Senior Administrator with estates projects such as office moves and space renovations through Estates Works Requests and liaison with external contractors and internal university support (School Team/Porters/Transport).</li> <li>• Maintaining the school's asset inventory, supporting the process for allocation, loan and procurement of equipment such as laptops, monitors and high value items.</li> <li>• Management and upkeep of the school's Key Safe, key provision and door code data.</li> </ul>	50%

	<ul style="list-style-type: none"> <li>• Act as the Schools' Health and Safety Assistant and support the Business Unit H&amp;S Coordinator in related H&amp;S monitoring, reporting, and coordination.</li> </ul>	
2	<p><b>Travel and Procurement</b>  Shared responsibility for all aspects of procurement activities for the school, working within prescribed university policies and procedures using the relevant university systems in place.  This will include:</p> <ul style="list-style-type: none"> <li>• Use of the shared group email accounts, used specifically for all relevant correspondence relating to non-research finance.</li> <li>• Processing general purchase requests for staff and equipment; following local and university policy; consulting with school staff and external suppliers as required; referring to the Financial Management team as appropriate.</li> <li>• Undertaking routine purchasing of office consumables and ensuring adequate supplies are kept in stock and available to staff.</li> <li>• Arranging travel and accommodation for postgraduate students and visitors to the school.</li> <li>• Advising colleagues with regard to purchasing policy as necessary; ensuring that value for money is obtained and relevant university policies are adhered to.</li> <li>• Maintain records of all procurement activity in accordance with school and university procedures.</li> </ul>	35%
3	<p><b>Operations - General Administrative Duties</b></p> <ul style="list-style-type: none"> <li>• Use of the shared group 'Admin' email account, used specifically for general, routine and non-specific administrative requests/enquiries.</li> <li>• Provide committee support/minute-taking as required.</li> <li>• Act as a member of the school's team of print champions; advising other print champions about reporting faults, ordering paper etc.</li> <li>• Support members of the wider team during busy periods or absence and undertake other duties commensurate with the grade of the post as part of the team of administrative staff in the school.</li> <li>• Maintain Anti-bribery log (collating and submission of data)</li> </ul>	15%
4	Any other duties appropriate to the grade and role	

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent IT skills (MS Office, (e.g. Outlook, Word, Excel, SharePoint, and Teams).</li> <li>▪ Excellent interpersonal and communication skills both oral and written and numeracy skills.</li> <li>▪ Good attention to detail and accuracy in all aspects of work.</li> <li>▪ Good problem-solving skills and the ability to resolve complex internal and external queries and refer on as appropriate.</li> <li>▪ Excellent planning and organising skills with the ability to manage and meet multiple deadlines.</li> <li>▪ Adept at learning new skills and procedures.</li> <li>▪ Flexible, adaptable, and can-do approach.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in an administrative role and a busy office environment.</li> <li>▪ Proven ability to work as part of a team and to build working relationships.</li> <li>▪ Experience of working unsupervised and taking responsibility for tasks.</li> <li>▪ Customer service experience.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge and experience of using finance and purchasing systems.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Educated to GCSE Maths &amp; English grade C/4 or above (or equivalent) or relevant vocational qualification (e.g. NVQ 2-3 Administration)</li> <li>▪ OR recent equivalent relevant skills and experience in a similar role</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 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



