



Job title	Senior Administrator – Executive Support and HR (part-time)	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	School of Cultures, Languages and Area Studies	Location	Trent Building, University Park

Purpose of role

Supporting the Head of School, the role-holder works independently and pro-actively to provide comprehensive and confidential executive support. The role holder will also work closely with the Assistant Operations Manager (HR and Recruitment) supporting various aspects of HR such as staff recruitment, management of fixed-term contracts, management of the annual leave process, induction and leaver process and honorary appointments.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Executive Assistant - Head of School</p> <ul style="list-style-type: none"> • Responsibility for the management of the Head of School's office. • Identify priority correspondence and use judgement to make initial responses (i.e. telephone calls, emails and correspondence), consult and follow up as appropriate. • Manage the Head of School's diary and ensure that they have relevant documents and paperwork for meetings. • Establish contacts/relationships with colleagues throughout the University and externally. • Welcoming internal and external visitors and dealing with enquiries from staff, students and the public. • Disseminate information to Directors, Admin Team Leaders and the wider School on behalf of the senior management team. • Supporting preparation, planning and operation of specific school events and training as required. • Assisting with the analysis of data to produce customised reports for the School's Senior Management Team. • Support key processes as required, such as audits, reviews etc. 	40%
2	<p>HR Administration Support</p> <ul style="list-style-type: none"> • Work closely with the Assistant Operations Manager to provide admin support for staff recruitment. • Management of the fixed -term contract process. • Management of the staff leavers process. • Appointment of Honorary Professors. • Process applications for academic visitors. 	40%

	<ul style="list-style-type: none"> • Maintain information regarding academic administrative roles and support the HoS with recruitment to the roles. • Support the promotion process for academic staff including preparation of paperwork as well as attending and minuting board meeting. • Co-ordinate the School's Appraisal and Development Conversation (ADC) process and paperwork for academic staff. • Other key general administration HR duties as they arise. 	
3	<p>Planning, organising and supporting Committees across the School, including:</p> <ul style="list-style-type: none"> • Planning the annual calendar of meetings across the School taking account of Faculty and University level commitments. • Administrative support for the School Management Committee, International Committee and departmental committees, ensuring meetings are appropriately scheduled with necessary equipment, preparation of agendas, minute-taking, distribution and communication of materials as well as filing and recording relevant paperwork and following up on actions. 	15%
4	<p>Other</p> <ul style="list-style-type: none"> • Provide general administrative support to the School Operations team during busy periods and as requested. • Undertake professional and personal development, where appropriate, to ensure the continual updating of skills and knowledge relevant to the role. • Undertake any other duties commensurate with the grade of the post. 	5%

Person specification

	Essential	Desirable
Skills	<p>Proven experience of successfully working on one's initiative and as part of a team</p> <p>Experience of working successfully under pressure, responding to tight and competing deadlines in a variety of situations</p> <p>In-depth working knowledge of email/electronic calendar and internet as well as excellent IT skills (MS Office)</p> <p>Excellent oral and written communication skills</p> <p>Ability to communicate confidently at all levels, including the ability to deal with highly confidential matters</p> <p>Attention to detail and high levels of accuracy</p> <p>Ability to use own discretion and respond to issues with tact and diplomacy</p> <p>The ability to work alone, without supervision, while ensuring that all deadlines and targets are met.</p>	<p>Proactive approach and positive attitude to change.</p>
Knowledge and experience	<p>Secretarial / administrative experience at a senior level</p> <p>Proven experience of planning and organisation of own workload</p> <p>Proven minute-taking skills and ability to service committees at all levels</p>	<p>Understanding of HR processes and an ability to handle sensitive and confidential issues and manage conflict effectively.</p> <p>Understanding of the Data Protection and Freedom of Information Acts Commitment to excellent customer Service.</p> <p>Proven experience in establishing new administrative systems and procedures and managing resources</p> <p>Experience working in the education or third sector.</p>

<p>Qualifications, certification and training (relevant to role)</p>	<p>HNC or HND in a relevant subject, or equivalent qualifications/certification, plus considerable experience in a relevant role(s)</p> <p>OR</p> <p>Broad substantial relevant experience in an equivalent role</p>	<p>Educated to degree level.</p>
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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



