



Job title	Admin assistant	Job family and level	Administrative, Professional and Managerial Level 2
Department	Bio-Support Unit (BSU)	Location	All BSU sites (incl. Medical School & Sutton Bonington)

Purpose of role

To undertake specialist administration and cost recovery processes specific to the BSU to support daily operations and smooth running of the Unit. To provide support and advice to BSU staff, academic staff, external research colleagues and students.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% per year
1	<u>Finance</u> <ul style="list-style-type: none"> ▪ Accountable for consolidating and processing orders for the Unit. ▪ Distributing orders to suppliers and subsequent processing of delivery notes and invoices. ▪ Respond to changes in requirements by amending orders, consulting with research colleagues, BSU staff and external suppliers as required. ▪ Carry out cost recovery procedures for the BSU. ▪ Organise conference registrations, travel and hotel accommodation for staff and students. 	50%
2	<u>Liaison with stakeholders</u> <ul style="list-style-type: none"> ▪ Receive and respond to internal and external queries, from the BSU, University, the Home Office and external suppliers. ▪ Provide advice, resolve both simple and complex queries and ensure a prompt efficient service is provided. ▪ Administration of the Home Office ASPeL electronic licence processing system, keeping and maintaining detailed records of Home Office Licences where required. 	35%
3	<u>Other duties</u> <ul style="list-style-type: none"> ▪ Organise office duties including, but not limited to, processing and filing of online forms (expenses, quotations, delivery notes, etc.) ▪ Administer all quotations and purchasing forms to support University purchasing regulations. ▪ Review and adjust office procedures to improve office effectiveness. ▪ Where necessary, utilise new University digital platforms to improve processes and routines in order to improve efficiency. ▪ Administer staff holiday, sickness recording, petty cash sales, issuing of department keys and maintain databases to store information relevant to meet various Unit and University reporting requirements. 	15%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills with the ability to convey information and requests clearly and effectively. ▪ Ability to complete assigned tasks and troubleshoot independently, resolve queries, and provide a high level of customer service. ▪ Able to build strong working relationships between internal and external stakeholders. ▪ Strong mathematical ability. ▪ Accuracy and attention to detail. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience working in administration environments. ▪ Knowledge and experience of financial processes and cost recovery. ▪ Ability to work as part of a team within a busy office environment, flexibility to deal with queries and issues as they arise throughout the working day. ▪ Extensive IT knowledge (especially Microsoft Office applications). 	<ul style="list-style-type: none"> ▪ Knowledge and experience of Lean/Six Sigma processes. ▪ Experience with Microsoft SharePoint and Teams for managing meetings, notes, and file sharing. ▪ Experience using finance platforms. ▪ Experience working in the field of laboratory animal science. ▪ Experience working with administrative processes based upon requirements of animal research legislation, i.e. Animal (Scientific Procedures) Act 1986.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ A good standard of general education with at least five GCSEs or equivalent, including Maths and English; or equivalent ▪ Vocational qualification (NVQ2 Administration with Secretarial Skills) or equivalent and experience of an office/administrative environment. 	<ul style="list-style-type: none"> ▪ Qualifications/training courses in Lean/Six Sigma processes.
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Satisfactory basic disclosure obtained from the Disclosure and Barring Service. 	<ul style="list-style-type: none"> ▪ Awareness of University procedures and legislation relevant to the field of laboratory animal science.



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 H&S, EDI 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

