

**UNIVERSITY OF NOTTINGHAM**  
**RECRUITMENT ROLE PROFILE FORM**

**Job Title:** Senior Administrator (Operations)  
**School/Department:** English  
**Job Family and Level:** Administrative, Professional and Managerial Level 3  
**Location:** Trent Building, University Park  
**Reporting to:** Faculty Operations Manager, School of English

**The Purpose of the Role:**

The main purpose of the role of Senior Administrator (Operations) is to support the range of administrative activities that are undertaken under the broad headings of finance, operations and human resources to ensure the continued success of activities and projects undertaken by staff and students based in the School of English.

The Senior Administrator will join a team of administrative staff to work with academic and administrative staff to support the School's commitment to the University's Strategy for 2020. Broad areas of work for the whole team will include:

- Education and the Student Experience
- Staff and student research projects, including externally funded research projects
- School finance including budget management, month end, year end, procurement, travel and expenses
- Event management including conferences, trips, workshops, outreach and public engagement activities
- School buildings, estates and general School facilities and resources
- Health and safety including risk assessment and fire safety
- Human resource management
- Support for the Head of School and senior School management team

The School is implementing a new administrative structure in the academic year 2016/17 in response to the University's recent administrative re-organisation, and therefore duties may be revised as administrative priorities become clearer.

**Main Responsibilities:**

		<b>% time per year</b>
1.	<p><b>HR and Recruitment</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to the Operations Manager for all administration associated with the recruitment and selection of staff in the School, using Vacancy Manager software to write job adverts and selection criteria from role profiles and upload job details, set up selection panels and record panel recommendations;</li> </ul>	20%

	<ul style="list-style-type: none"> <li>• Provide administrative support to the Operations Manager for all administration associated with the renewal of fixed term contracts in the School, issue of AHR1 letters, leavers forms, and School procedures for end of fixed term contracts;</li> <li>• Manage operational procedures and act as a central point of contact for all casual engagements, writing job descriptions for casual admin roles associated with operational duties as required ensuring adherence to the Faculty and University policies</li> <li>• Provide full staff costings to Section Heads and the School about the cost of casually engaged teaching staff by module and section as required and preparing and analysing school reports to ensure school budgets for casually engaged staff are not exceeded;</li> <li>• Oversee the work of the level 2 Administrator to ensure that Expressions of Interest forms are processed in the School and outcomes of interviews held are recorded and permissions to teach and at what level are monitored by Section Heads;</li> <li>• Liaising with staff in HR to ensure that all casually engaged staff are issued with letters of engagement and have registered with Unitemps/Payroll as appropriate;</li> <li>• Be responsible for the accurate and confidential records for all School casual engagements using the Faculty Access database and School Excel spreadsheet;</li> <li>• Prepare and submit the monthly spreadsheet of casually engaged staff for payment by Payroll on behalf of the School;</li> <li>• Act as the main approver for timesheets on behalf of the School;</li> <li>• Attend the induction for Teaching Affiliates and provide advice and guidance as appropriate;</li> <li>• Calculate and update E-days (the School holiday booking system) with new staff/leavers holiday entitlement etc.</li> </ul>	
2.	<p><b>Finance Administration</b></p> <ul style="list-style-type: none"> <li>• Monitor, co-ordinate, analyse and interpret information relating to School project codes updating data and providing reports and updates as required;</li> <li>• To set up and oversee the School’s financial processes undertaken by the level 2 Administrator with regard to: <ul style="list-style-type: none"> <li>- process of all School orders and invoices for goods via the Agresso Finance System up to a maximum of £2,500</li> <li>- petty cash</li> <li>- personal research accounts</li> <li>- stationery orders</li> <li>- purchase card payments</li> <li>- travel and expenses</li> </ul> </li> <li>• Dealing with all complex enquiries relating to the above that cannot be answered routinely by the level 2 Administrator</li> <li>• Placing orders on behalf of the School up to a maximum of £5,000.</li> <li>• GRN-ing orders as required</li> <li>• Co-ordinate month-end reconciliations with the level 2 Administrator, monitoring all School project codes, analysing financial data, identifying any queries, rectifying any incorrect charges and referring complex issues and anomalies as appropriate;</li> <li>• Acting as a Purchase Card holder on behalf of the School;</li> <li>• Oversee the work of the Level 2 Administrator to ensure that travel and expenses are claimed under the University’s procedures</li> </ul>	20%
3.	<p><b>School Event Management</b></p> <p>School events include student trips, School exam board dinners, social events, Widening Participation and Schools Liaison events e.g. Vikings for Schools, First Story, Mayfest and other community events that are non-research;</p>	20%

	<ul style="list-style-type: none"> <li>• the role holder will be responsible for the setting of the budget for all of these events (in consultation with the relevant academic organiser), ensuring that all costs are taken into account (including contingencies) as appropriate, to ensure that the event runs to budget;</li> <li>• Monitor event budgets during organisation and ensure all post event finance is accurately reconciled and in a timely manner;</li> <li>• With the event organiser, ensure that venues, room bookings, accommodation, catering and all materials are booked via the appropriate university channels;</li> <li>• Recruit PhD helpers as appropriate, providing briefings and training on the management of the event, and have responsibility for line managing PhD teams as required;</li> <li>• Attend the school event as required;</li> <li>• Deal with any problems that arise with the event organiser in the first instance, and refer more complex problems to the School Administrator as appropriate;</li> <li>• Set up the online store to manage and monitor bookings;</li> <li>• Liaise with the level 2 Administrator to ensure that School events are updated on the School website (to create an event, RSVP page set up, and any other related web-pages set up), digital display, social media etc. as required by the event organiser;</li> <li>• Undertake event organisation risk assessments for all events organised by the School, review the risk assessment with the academic event organisers as required and refer any issues to the School Safety Officer or School Administrator as appropriate;</li> <li>• Ensure the systems and procedures for the organisation of venues, catering, materials, bookings are appropriate and reviewed regularly with the School as appropriate and to advise the School on appropriate venue/catering/booking choices as appropriate;</li> <li>• Maintaining the School's Workspace with regard to the School's events/conferences policies and procedures.</li> </ul>	
4.	<p><b>School Operations - Buildings and equipment</b></p> <ul style="list-style-type: none"> <li>• Overseeing the upkeep of offices, corridors, storage and other space allocated to the School of English;</li> <li>• Completing bi-annual room inspections to ensure compliance with health and safety regulations, and to check standards of decoration, furniture, equipment, facilities etc.</li> <li>• Ensuring a timely resolution of issues and problems particularly with regard to start of term dates and arrangements for new starters;</li> <li>• Liaison with Estates over the resourcing of furniture for office changes;</li> <li>• Sourcing and procuring furniture/decoration/fixtures/fittings for offices and space allocated to the School of English in accordance with the School budget;</li> <li>• Overseeing the work of a level 2 Administrator raise works requests for buildings work required by the School and liaison with outside contractors as appropriate;</li> <li>• Write and distribute general staff and student communications about the operation of the School as required;</li> </ul>	20%
5.	<p><b>IT and Technical Equipment</b></p> <ul style="list-style-type: none"> <li>• Liaison with IS over the installation of PCs, data points and software upgrades to equipment for all staff and PhD students (approx. 130 workstations);</li> <li>• Procurement of new IT equipment and disposal of old IT equipment;</li> <li>• Maintenance of School inventory on an Access database, running regular reports to ensure all equipment is up to date and replaced as required, liaising with colleagues in Information Services;</li> </ul>	5%

	<ul style="list-style-type: none"> <li>Managing associate accounts, library access and usernames for the School for visitors and honorary appointments, ensuring that appointments are listed on the School website as appropriate;</li> <li>Maintaining the School's Workspace to ensure that the School policies and procedures are up to date.</li> </ul> <p><b>Sustainable print service</b></p> <ul style="list-style-type: none"> <li>Act as the main point of contact for the School Co-ordinate the School's Sustainable Print Service;</li> <li>Act as a member of the School's team of print champions;</li> <li>Advising other print champions about reporting faults, ordering paper etc.</li> </ul>	
3.	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>Ensuring that risk assessment and 'prevent duty' documentation is maintained and filed in accordance with the School's safety policy;</li> <li>Collate and file relevant documentation in order to maintain accurate records;</li> <li>Undertake event organisation risk assessments for School events, review the risk assessment with the event organisers as required and refer any issues to the School Safety Officer or School Administrator as appropriate;</li> <li>health and safety activities including acting as a School Fire Officer;</li> <li>Act as the DSE Assessor for the School and undertake new DSE assessments and bi-annual re-assessments in accordance with University procedures;</li> <li>Act as the first point of contact between staff and Occupational Health for individual referrals from Occupational Health for staff who need personalised workstations set up to support staff with health and other needs, meet staff to discuss recommendations and agree an action plan for approval by the Operations Manager as appropriate;</li> <li>Update list of School first aiders, monitor content of School first aid boxes;</li> <li>Attend the annual safety audit meetings with the School Safety Officer as required;</li> <li>Attend training to become qualified as the School's First Aider and attend regular re-fresher courses as required.</li> </ul>	5%
5.	<p><b>Team working, leadership and other duties</b></p> <ul style="list-style-type: none"> <li>Line management of a Level 2 Administrator, undertaking PDPR goal setting and review, supervising and allocating work;</li> <li>Working closely with other University departments and central administration teams to ensure that policies and procedures are adhered to and to establish and maintain good working relationships;</li> <li>Attending and contributing to Faculty meetings to discuss and agree policies and procedures relevant to the role are undertaken;</li> <li>Interpret data, provide information and produce relevant reports as requested by staff in the School;</li> <li>Support key processes in the School, as required, such as internal and external audits, School reviews etc.;</li> <li>Ensure the development, organisation and up-keep of accurate and secure office systems, correspondence, templates and team files;</li> <li>Dealing with customer enquiries, requests and deliveries to the School Office or directing visitors to the correct person in the School;</li> <li>Undergoing relevant training to support the work of the School Management team as necessary;</li> </ul>	5%
6.	<p>Undertaking team events for the School which will require support from all administrative members of staff include:</p> <ul style="list-style-type: none"> <li>Minuting staff meetings and events as required;</li> </ul>	5%

	<ul style="list-style-type: none"> <li>• process mapping and lean management of systems/processes within the Faculty;</li> <li>• attending meetings in the School and Faculty;</li> <li>• Open Day help (including occasional Saturday working);</li> <li>• attendance at graduation;</li> <li>• team staff development events;</li> <li>• health and safety activities including acting as a School Fire Officer.</li> </ul>	
7.	To undertake other duties commensurate with the grade of the post as part of the team of support staff in the School of English	

### Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• HNC/HND in a relevant subject (or equivalent).</li> <li>• Good general standard of education including Maths and English GCSE or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• A financial qualification</li> <li>• A HR qualification</li> </ul>
<b>Knowledge/Skills /Training</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills including word processing, spreadsheet, email and web skills</li> <li>• Financial skills and working with budgets</li> <li>• Good communication and organisational skills</li> <li>• Good eye for detail and accuracy in all aspects of work</li> <li>• Good written skills</li> <li>• Excellent time management</li> <li>• Ability to manage a large amount of data accurately.</li> <li>• Ability to build relationships with individuals and organisations.</li> <li>• High degree of initiative, responsibility and self-motivation, and a professional attitude, with a proactive approach to problem solving</li> <li>• Experience of managing a project with a large group of people and co-ordinating long-term projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of University procedures</li> <li>• Training in customer care or related area</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of event and/or conference management</li> <li>• Experience of overseeing the work of other staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a University environment</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly during the evening or weekends at an event if required</li> </ul>	

	<ul style="list-style-type: none"> <li>• Committed to working as part of a team in a shared office environment</li> <li>• Able to remain calm under pressure and be able to work with the minimum of supervision</li> <li>• Good time manager and able to work to tight deadlines</li> <li>• Friendly and approachable</li> <li>• Able to learn new skills particularly in the area of IT</li> </ul>	
--	--	--

### Further Information

The post holder will join an administrative team of the following members of staff:

Operations Manager	Mari Hughes
Senior Administrator (School) - Team Leader	Rebecca Peck
<i>Senior Administrator (Operations)</i>	<i>Vacancy (new post)</i>
<i>Senior Administrator (Research)</i>	<i>Vacancy (new post)</i>
Administrator (Operations)	Tracy-Ann Stead
Web and IT Manager	Stephen McKibbin
Administrator (Communications)	Dr Ed Downey

For further details about the School please go to: <http://www.nottingham.ac.uk/english>

For further information about this post please contact Mari Hughes (email [mari.hughes@nottingham.ac.uk](mailto:mari.hughes@nottingham.ac.uk)).

Please note that applications sent directly to this email address will not be accepted.

### General Information

#### The School of English

The School of English was one of the first departments to be established when the University was formally opened in 1881 and is located on the ground floor of the Trent Building, University Park Campus. We have a first-rate, international reputation for outstanding teaching and research, as demonstrated by our School's current UK and world rankings:

- 7th for English in *The Times* and *Sunday Times Good University Guide 2016*
- 6<sup>th</sup> for Creative Writing in *The Complete University Guide 2017*
- 7th for English in *The Complete University Guide 2017*
- 9th in the UK for 'research power' (REF 2014)

We offer a unique combination of English disciplines, including literature from the Anglo-Saxon and medieval periods to the present day, English language from its origins to contemporary and applied contexts, drama and performance, and creative writing.

At present, there are currently 50 lecturing staff in the School, 5 Teaching Associates and 4 research staff. We offer both Single and Joint Honours courses at BA level, a range of taught postgraduate Masters courses (many through web-based Distance Learning) and research supervision in all areas. We have approximately 950 undergraduate students, 70 undertaking on-site Masters programmes and 200 on distance learning Masters programmes. There are approximately 90 full- and part-time research students working towards the higher degrees of

PhD within a range of topics, with most full-time members of staff engaged in postgraduate supervision. These are students on our Nottingham campus. The School also has Schools of English at The University of Nottingham campus in Ningbo, China (UNNC) and at The University of Nottingham campus in Malaysia (UNMC).

### **Research in the School**

The following research groupings in the School form a focus for lectures, conferences, seminars, grant applications and other collaborative activities:

The **Centre for Research in Applied Linguistics (CRAL)** is an interdepartmental research unit comprised of scholars from the School of English, Computer Science, Mathematics, Psychology, and Education. The School also houses two of the largest corpora of spoken English and spoken business English in the world, both funded in co-operation with Cambridge University. Academic and research staff from the School also form part of a recently established professional communication research cluster and business unit, *Linguistic Profiling for Professionals*, based in the Centre for Research in Applied Linguistics to provide bespoke consultancy and training.

The **Centre for Regional Literature and Culture (CRLC)** involves a series of fresh initiatives relating to regional cultures at both local (i.e. East Midlands) and national levels. The Centre encompasses work on Byron, Southey, the interdisciplinary Landscape, Space, Place Research Group, and the D. H. Lawrence Research Centre.

The **Centre for the Study of the Viking Age (CSVA)** fosters, develops and coordinates research into all aspects of the Viking Age, with special emphasis on Scandinavian contacts with the British Isles, and on literary and linguistic sources for the period.

The **Institute for Name-Studies (INS)** was established in September 2002 as an umbrella for the various research activities of the English Place-Name Survey (founded 1923) and the Centre for English Name-Studies (established 1992). The Institute for Name-Studies houses the library and research resources of the English Place-Name Society.

The **Institute for Medieval Research (IMR)** is University-wide and includes all the members of the Medieval Section within the School. This institute hosts inter-disciplinary seminars and conferences as well as convening an MA in Medieval Studies. The peer-reviewed journal *Nottingham Medieval Studies* is also edited and published by the Institute.

### **Research Funding in the School**

The School has been successful in attracting substantial funding from The Leverhulme Trust, the AHRC, the British Academy, ESRC, EPSRC, the Wellcome Institute, JISC and other external bodies. The University has a number of internal research funding schemes and support for both internal and external funding applications is provided by the University's Centre for Advanced Studies (CAS).

### **Teaching in the School**

#### **Undergraduate teaching**

English Language and Applied Linguistics  
Medieval Studies (including the history of the language)  
Literature from 1500 to the present day (including literary theory)  
Drama and Performance  
Creative Writing

The curriculum emphasises a wide range of disciplines within the general areas of English, in which Year 1 operates as a foundation years introducing the students to these disciplines, while in Years 2 and 3 students progressively select a range of specialist modules.

## **Masters Programmes**

The School offers a number of specialist taught Masters programmes including Applied Linguistics, Applied Linguistics and English Language Teaching; Literary Linguistics; Viking and Anglo-Saxon Studies; English Literature; and Creative Writing. In addition, the MA in English Studies allows students to combine modules from different areas, particularly language, literature and medieval studies. There are also joint Masters programmes with other Schools, including Communication and Entrepreneurship.

## **E-learning**

Over the last few years, the School has invested in the development of web-based e-learning materials not least on its flagship first year undergraduate module Academic Community which all full-time members of academic staff contribute to and participate in. Several Masters courses can be studied via the web (Applied Linguistics, Applied Linguistics and English Language Teaching, English Studies and Health Communication, Modern English Language, and Literary Linguistics), currently taken by students from around 40 countries.

All undergraduate and many postgraduate (on-site) modules in the School are supported by the virtual learning environment Moodle.

## **Careers and Employability**

In 2012-13 the School of English was awarded a prestigious Teaching Development Grant by the Higher Education Academy for our project, 'Embedding Employability in English: work related learning in the creative industries', to address two key challenges:

- How we can create opportunities for our students to develop vocational skills and experience work-related learning in the context of the particular skills and knowledges being developed through their subject-based study of English
- How we can ensure that such work-related activity is appropriately framed and supported to ensure 'learning' takes place, particularly as the numbers of students involved increases.

The School now had a dedicated Placements and Employability Administrator to support our work to develop placements and employability opportunities for all students.

## **The University of Nottingham**

The School is located on the 330-acre University Park campus just within the western boundary of the city. Nottingham is one of the most popular universities in the UK and consequently, the quality of students is very high. There are over 34,000 full-time and part-time students taught across five faculties on the UK campuses. The University is a global-leading, research-intensive university with campuses in the UK, Malaysia and China.

The University is an ideal environment for scholarly, cultural and athletic activities, with an Arts Centre for music and art, a large Sports Centre and a swimming pool. Good quality housing and schools are available locally. There is easy access to the Peak District National Park and excellent rail connections to all parts of the country. The local airport is East Midlands airport.

For further information about the University, see:

<http://www.nottingham.ac.uk>

For campus maps and other information, see:

<http://www.nottingham.ac.uk/about/campuses/maps.php>