

Job Description and Person Specification

JOB DESCRIPTION

Post title:	Senior Administrator – Clean Air Champion		
Academic Unit/Service:	Faculty of Medicine		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
Posts responsible to:	Co-Champion		
Posts responsible for:	N/A		
Post base:	Office-based at Highfield		

Job purpose
To ensure the provision of comprehensive, effective and efficient administrative support for the Clean Air Champion (CAC) Team. Apply judgement and provide detailed, specialist advice and guidance as required. Responsible for the delivery of a high quality and efficient service for the management of their activities.

Key accountabilities/primary responsibilities	% Time
1. To provide administrative support to the CAC Team and its activities, including liaising with stakeholder teams. Coordinate diaries arrange and service meetings, filter problems and enquiries, draft and issue of documentation and arrange travel and risk assessments (for university staff and members of governing bodies)	25%
2. Provide project management support to include communication planning, background research, data management, assessment of complex situations and problems, testing out solutions where they may not be obvious, presenting findings, producing documents, briefing papers, reports and presentations to support the role and executive decision making.	20%
3. Support financial administration processes for management of content from external suppliers, monitoring expenditure against agreed budgets.	20%
4. Monitor the quality and accuracy of CAC related web pages and cue-ing team and web amends to initiate/follow up amendments. Provide support to the Team with monitoring the CAC email and website queries, ensuring responses are provided in an accurate and timely manner.	15%
5. To organise events, ensuring all activities run efficiently by co-ordinating diaries, booking venues, and supplying relevant information. Liaise with funding bodies as appropriate to manage budget requirements and other expectations.	10%
6. Proactively develop strong working relationships with internal and external contacts of importance. Promoting the aims and outcomes of CAC team activity.	5%
7. Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
Other members of University staff. Other members of the Clean Air programme External customers including other universities, research councils, industry partners, governing bodies, and international collaborators

Special Requirements
May be required to travel away from Southampton for some meetings (rarely overnight stays).

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to HNC, A-level, NVQ3.</p> <p>Substantial relevant experience and success in a similar role in administration at a high level in a complex environment and of similar tasks evidenced by successful achievements.</p> <p>Good IT skills with ability to learn new applications and work with databases, report generators, Microsoft Office suites and related software.</p> <p>Experience of using a financial management system for administration and budget monitoring purposes.</p>	<p>Relevant degree (or equivalent qualification or experience in Science or Natural sciences)</p> <p>RSA II word-processing (or equivalent qualification or experience)</p> <p>Working knowledge and good understanding of the Agresso financial management system.</p> <p>Working knowledge and good understanding of WordPress.</p> <p>Knowledge of University processes and regulations.</p> <p>Previous research support or research council experience.</p>	Application and interview
Planning and organising	<p>Able to independently organise activities (schedules, diaries, attendances, meeting arrangement etc.) and operationalise processes according to strategic and management plans.</p> <p>Able to successfully plan and deliver administrative projects over a period of several months.(e.g. to co-ordinate an event)</p> <p>Able to efficiently and systematically organise and store office data and use records appropriately.</p> <p>Ability to prioritise a conflicting workload and multi-task.</p>		Application and interview
Problem solving and initiative	<p>Ability to provide constructive advice, analyse and interpret complex and or specialist issues and translate these into efficient management measures and actions with respect to the relevant tasks.</p> <p>Ability to use own initiative and suggest and implement practical and effective solutions.</p>		Application and interview
Management and teamwork	<p>Able to manage self and prioritise workload.</p> <p>Able to work independently on project activities.</p> <p>Able to proactively and collaboratively work with other individuals and teams, including external bodies and post holders to achieve outcomes.</p> <p>Able to supervise and oversee requests, required work and specific tasks needed by senior managers that will be undertaken by</p>	Successful supervisory experience.	Application and interview

	others and ensure the completion of deliverables in a timely manner, evidenced by recent and relevant achievement.		
Communicating and influencing	<p>Recognises the need to communicate effectively the details of activities and requirements related to tasks and functions relevant to the post.</p> <p>Communicates sensitively and effectively with others to influence successful delivery of objectives.</p> <p>Operate and maintain confidentiality with respect to data including personal data and also with respect to collection and analysis of the same.</p> <p>Able to clearly and effectively communicate requirements, processes and findings verbally and in letters, written publications and reports.</p> <p>Able to take minutes at complex meetings.</p>		Application and interview
Other skills and behaviours	<p>Ability to interface with relevant professional service departments in the University, colleagues within the faculty, external stakeholders, customers and beneficiaries. An essential requirement will be the ability to develop good relationships and networking skills.</p> <p>Evidence of excellent interpersonal skills.</p> <p>Ability to track devolved work and maintain schedules, secure outcomes and organise events and meetings.</p>		
Special requirements	<p>Able to work flexible hours as required by the work activities and timelines and as directed.</p> <p>There may be a requirement to work out of hours on occasions.</p> <p>Able to demonstrate excellent attention to detail, record keeping skills, interpersonal skills, anticipation and planning and customer service skills</p> <p>Able to travel to other University and Faculty sites.</p>		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			