

# Job Description and Person Specification

Last updated: July 2019

## JOB DESCRIPTION

Post title:	<b>Employee Development Administrator</b>		
Academic Unit/Service:	Human Resources, Leadership & Management Development		
Faculty:	Professional Services		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	2A
*ERE category:	n/a		
Posts responsible to:	Head of Leadership & Management Development		
Posts responsible for:	n/a		
Post base:	Office-based		

Job purpose
<p>To ensure the provision of comprehensive, customer focused, effective and efficient co-ordination and administrative support for the team.</p> <p>Act as the first point of contact for all administrative enquiries regarding the Leadership &amp; Management Framework.</p>

Key accountabilities/primary responsibilities	% Time
1. Responsible for coordination, organisation and logistics for all training/development workshops, sessions and events.	25%
2. To provide all the relevant supporting materials required for workshops, sessions/events; ensure materials are up to date, correctly branded and appropriate levels of stock exist.	15%
3. To set up the rooms and equipment on all regular and ad hoc training events and other facilitated meetings or workshops.	15%
4. Responsible for ensuring all training/development workshops, sessions and events are available to book on staff book and other relevant mediums as agreed.	10%
5. Responsible for monitoring and keeping training attendance and tracking data up to date, follow up "no shows" by delegates and keep Learning & Development Advisors and Specialists up to speed with numbers and the implications of any changes.	10%
6. To compose correspondence to delegates and relevant customers and HR colleagues as required.	10%

Key accountabilities/primary responsibilities		% Time
7.	Responsible for ensuring all newly appointed managers are scheduled on the appropriate management/leadership workshops and events.	5%
8.	Process invoices, payments, trainer expenses and organise catering as required within budget.	5%
9.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships	
<ul style="list-style-type: none"> <li>• Head of Leadership &amp; Management Development</li> <li>• Employee Development Specialists</li> <li>• Employee Development Advisers</li> <li>• Internal Customers (managers and delegates)</li> </ul>	

Special Requirements

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds, with some relevant work experience.</p> <p>Numeracy and literacy skills.</p> <p>Previous work experience within an administrative/ secretarial support role.</p> <p>Ability to apply comprehensive understanding of specialist processes and procedures.</p> <p>Ability to make effective use of standard office computer systems including word-processing and spreadsheets.</p> <p>Experience of undertaking research as directed by a more senior colleague.</p> <p>Ability to accurately analysis data, presenting summary information in a clear and concise format.</p>	<p>Experience of administering multiple training courses and events.</p> <p>Financial administration / budget monitoring experience.</p>	
Planning and organising	<p>Ability to plan and prioritise a range of one's own, and the team's, standard and non-standard work activities.</p> <p>Ability to successfully plan and deliver administrative tasks over a period of several months. (E.g. to co-ordinate an event, meeting or several training sessions within the same time period).</p> <p>Attention to detail.</p>		
Problem solving and initiative	<p>Ability to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods.</p> <p>Ability to identify and implement improvements to administrative processes.</p>		
Management and teamwork	<p>Actively contributes to the achievements of team goals, by sharing information and constructively supporting team members.</p> <p>Willingness to cover for colleagues as required.</p> <p>A team player.</p>		
Communicating and influencing	<p>Ability to elicit information to identify specific customer needs.</p> <p>Ability to offer proactive advice and guidance.</p>		

	<p>Ability to deal with sensitive information in a confidential manner.</p> <p>Ability to produce clear, accurate and concise written information.</p> <p>Customer focused approach.</p>		
Other skills and behaviours	<b><u>Embedding Collegiality*</u></b> (see below)		
Special requirements			

## 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			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## 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)			
<b>PHYSICAL ABILITIES</b>			
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			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

# Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability and is at the heart of everything we do. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others