

Job Description and Person Specification

Last updated: June 2021

JOB DESCRIPTION

Post title:	Administrative Assistant		
Standard Occupation Code: (UKVI SOC CODE)			
School/Department:	Library and the Arts		
Faculty:	Student Experience Directorate		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	2b
Posts responsible to:	MSA 3 Executive Assistant		
Posts responsible for:	n/a		
Post base:	Office-based		

Job purpose
To support colleagues in the Library and Arts by contributing to a range of office and administrative tasks including but not limited to managing timesheets, invoicing, equipment ordering, filing and documentation, meeting management, and other related tasks.

Key accountabilities/primary responsibilities	% Time
1. Contribute to administrative systems within the department office using the finance system, standard office applications, and the customer relationship management system, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness. To provide effective and efficient administrative/secretarial support to senior colleague(s), including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of events.	40 %
2. Oversee equipment ordering and financial administration processes. Process orders and related invoices, manage associated budgets, using the University's financial administrative systems as required.	25 %
3. Process timesheets, liaising with colleagues across the Library and in HR as required to ensure that sheets are submitted and processed efficiently and effectively.	10 %
4. To analyse, manipulate and interpret complex information in order to compile detailed summary reports.	10 %
5. Contribute to special projects as required, for example, working in themed groups or participating in the implementation of new tools and services.	5 %

Key accountabilities/primary responsibilities		% Time
6.	To actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.	5 %
7.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
Departmental and University senior management Other members of the department External customers Relevant suppliers and external contacts Faculties and Professional Services

Special Requirements
<ul style="list-style-type: none"> Occasional requirements to work outside your normal working hours (which may include evenings or weekends) in negotiation with your line manager. Post holders may be asked to work at another campus location to support the delivery of their role and maintain library operations, following consultation with your line manager. Demonstrate Southampton University behaviours (Embedding Collegiality – see below).

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.</p> <p>Previous work experience within an administrative or secretarial support role.</p> <p>Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages.</p> <p>Able to demonstrate a good knowledge of the role and its context.</p> <p>Able to produce clear, accurate and concise written documentation.</p> <p>Experience of analysing data and presenting summary information clearly.</p>	<p>RSA II word-processing, or equivalent level of skill or qualification.</p> <p>Experience of monitoring a small scale budget (e.g. stationery).</p>	
Planning and organising	<p>Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.</p> <p>Able to work well with minimum supervision.</p>		
Problem solving and initiative	<p>Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.</p>		
Management and teamwork	<p>Able to contribute to team efficiency through sharing information and constructively supporting others.</p> <p>Able to ensure any staff managed or supervised are focuses on allocated tasks and aware of service standards.</p> <p>Able to effectively allocate work and check the work of others ensuring required service standards and deadlines are met.</p> <p>Able to adapt well to change and service improvements.</p>		
Communicating and influencing	<p>Able to seek and clarify detail.</p> <p>Experience of providing advice on administrative procedures to colleagues and external customers.</p> <p>Able to demonstrate own duties to other colleagues as required.</p>		
Digital	<p>Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate, and communicate. Expertise in the use of relevant library systems.</p>		

Training and development	Actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.		
Matrix working	Cooperative team working and participation in effective team collaborations to meet business need(s) requirements.		
Other skills and behaviours			
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			
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			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. 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