|  |  |
| --- | --- |
| Last updated: | <date> |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Senior Administrator** | | |
| School/Department: | School of Health Sciences | | |
| Faculty: | Environment and Life Sciences | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| Posts responsible to: | Dr Lindsey Cherry, Project Chief Investigator | | |
| Posts responsible for: | No direct responsibility for other staff members | | |
| Post base: | Office-based with some potential for home working | | |

|  |
| --- |
| Job purpose |
| To ensure the provision of comprehensive, effective, and efficient administrative support to a research project team and their external partners. Apply judgement and provide detailed, specialist advice and guidance as required. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To oversee administrative support processes, supervising the work of clerical/administrative assistants where relevant/tasked, to ensure work is completed, in an accurate and timely manner. | 25 % |
|  | To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change. | 20 % |
|  | To provide detailed advice and guidance on specialist defined processes and procedures to internal and external partners, using judgement to suggest the most appropriate course of action where appropriate. | 20 % |
|  | To undertake research and perform detailed analysis, manipulation and interpretation of specialised data to create reports and highlight and prioritise issues. | 10 % |
|  | To organise events, ensuring all activities run efficiently by co-ordinating diaries, booking venues, and supplying relevant information. | 10 % |
|  | To undertake Agresso financial administration processes and provide support to management with budget monitoring processes. | 5 % |
|  | To provide confidential secretarial/P.A. services to senior manager(s) where required, including the co-ordination of diaries, arranging and servicing meetings, filtering problems and enquiries, drafting and issue of documentation, organisation of events and attending meetings on behalf of the manager as appropriate. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| Other members of the department/University staff.  External partners |

| Special Requirements |
| --- |
| None. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Able to apply a comprehensive understanding of relevant University systems and procedures and procedures, and an awareness of activities in the broader work area.  Able to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.  Able to make effective use of standard office computer systems including word-processing and spreadsheets. | Relevant degree (or equivalent qualification or experience).  RSA II word-processing (or equivalent qualification or experience)  Financial administration/budget monitoring experience. | Interview |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Able to successfully plan and deliver administrative projects over a period of several months.(e.g. to co-ordinate an event) |  | Interview |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods. |  | Interview |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and service expectations.  Able to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. | Successful supervisory experience. | Interview |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance.  Able to deal with sensitive information in a confidential manner. |  | Interview |
| Other skills and behaviours | Able to work independently and as part of a team. |  | Interview |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| 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. |
| 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 |  |  |  |