|  |  |
| --- | --- |
| Last updated: | 8 May 2023 |

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Post title: | **Senior Administrator - RTAI** |
| School/Department: | Faculty Operating Service |
| Faculty: | Faculty of Engineering and Physical Science |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| Posts responsible to: | Head of Operations RTAI |
| Posts responsible for: |  |
| Post base: | Office-based |

|  |
| --- |
| Job purpose |
| RTAI is a national centre creating an international ecosystem for responsible AI research and innovation. It will enable responsible and trustworthy AI to power benefits for everyday life.The postholder will ensure the provision of comprehensive, effective and efficient administrative support to RTAI and its external customers, applying judgement and providing detailed, specialist advice and guidance as required. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | **Administrative Support*** Provide a high quality, value-added and flexible administrative support service to the RTAI Leadership Team in line with the FOS Core Services, including anticipating requirements and taking ownership for outputs from high level meetings and official communications.
* Provide support for local finance processes (invoices, orders, requisitions) making effective use of the financial system, liaising with Finance and working within financial regulations.
* Locally manage the range of HR processes and procedures to ensure compliance with University/Faculty policies and systems, to include staff recruitment and effective use of the e-recruit system; visitor arrangements; academic appraisal, probation, promotion, and induction arrangements, maintaining accurate records as appropriate
* Gather, analyse, manipulate and interpret complex information to support the preparation of reports and data sets for strategy and decision-making.
* Provide proactive, detailed advice and guidance on processes and procedures, using judgement to suggest the most appropriate course of action.
 | 50 % |
|  | **Support for RTAI Strategic Initiatives/projects*** Support CEO and Head of Operations in the development and implementation of strategic initiatives related to RTAI Priorities
* Work with senior colleagues to proactively manage projects including developing project objectives and related timelines; appropriate resource plans and agreed budgets, detailed delivery plans and success factors, in consultation with project stakeholders and RTAI colleagues
* Monitor project delivery and progress in line with agreed scope and plans and ensure that on ongoing actions and decisions are clearly recorded, communicated and completed,
 | 25 % |
|  | **Events and Communications*** Provide effective and efficient administrative support to RTAI Committees and working groups, as required, taking accurate notes, ensuring reliable record keeping and managing actions effectively.
* Support effective internal communication, including updating web pages (if required) liaising with appropriate stakeholders.
* Manage, organise and (if required) attend events ensuring all activities and deliverables run efficiently by co-ordinating diaries, booking venues, setting and communicating programme schedules, liaising with appropriate key stakeholder groups, managing hospitality and visitor arrangements.
 | 15 % |
|  | **Collegiality*** Share and exchange key information and identify areas of best practice, contributing to the development of administrative systems, working with colleagues across RTAI.
* Working closely with senior colleagues, proactively review procedures and processes, ensuring they are fit for purpose and maximise efficiency, recommend improvements and implement agreed changes.
* Work with colleagues to support successful delivery of RTAI objectives.
* Contribute to the development and maintenance of a collaborative and inclusive team culture
 | 5 % |
|  | * Any other duties as allocated by the line manager following consultation with the post holder.
 | 5 % |

| Internal and external relationships |
| --- |
| * RTAI Leadership Team
* RTAI Operations Team
* Colleagues in the FEPS FOS team
* Colleagues within other Professional Services.
* External stakeholders
 |

| Special Requirements |
| --- |
| Travel both nationally (and possibly internationally) and flexible hours of work may be required for events, meetings etc. |

**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 systems 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. |  |
| 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) |  |  |
| 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. |  |  |
| 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. |  |
| 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. |  |  |
| Other skills and behaviours |  |  |  |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

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

|  |  |
| --- | --- |
| [x]  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  |  |  |  |