|  |  |
| --- | --- |
| Last updated: | September 2023 |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Clean Air Champions Team Administrator** | | |
| Standard Occupation Code: (UKVI SOC CODE) | N/A | | |
| School/Department: | Clinical & Experimental Sciences/Clean Air Champion Team | | |
| Faculty: | Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 2b |
| Posts responsible to: | Senior Administrator | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based | | |

|  |  |  |
| --- | --- | --- |
| Job purpose | | |
| To ensure the provision of comprehensive, effective and efficient administrative support for the Clean Air Champion (CAC) Team. Responsible for the delivery of a high quality and efficient service for the management of their activities. | | |
| Key accountabilities/primary responsibilities | | % Time |
|  | To provide administrative support to the CAC Team and its activities, including liaising with stakeholder teams. Co-ordinate 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. | 40% |
|  | Monitor the quality and accuracy of CAC related web pages and cue-ing team and web amends to initiate/follow up amendments.  Post event information, publications and blogs via the Clean Air Website and Portal.  Provide support to the Team with monitoring the CAC email and website queries, ensuring responses are provided in an accurate and timely manner. | 20% |
|  | Provide project management support to include producing documents, briefing papers, reports and presentations to support the role and executive decision making. | 10 % |
|  | To organise events, ensuring all activities run efficiently by co-ordinating diaries, booking venues and supplying relevant information. | 25 % |
|  | 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  External customers | | |
| Special Requirements | | |
|  | | |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds  Previous work experience within an administrative or secretarial support role.  Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages.  Able to demonstrate a good knowledge of the role and its context.  Able to produce clear, accurate and concise written documentation.  Experience of analysing data and presenting summary information clearly. | RSA II word-processing, or equivalent level of skill or qualification.  Functional knowledge of website Content Management Systems, Social Media (Twitter, Instagram, LinkedIn), | Application & Interview |
| Planning and organising | Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.  Able to work well with minimum supervision. |  | Application & Interview |
| Problem solving and initiative | Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures. |  | Application & Interview |
| Management and teamwork | Able to contribute to team efficiency through sharing information and constructively supporting others.  Able to ensure any staff managed or supervised are focused on allocated tasks and aware of service standards.  Able to effectively allocate work and check the work of others ensuring required service standards and deadlines are met.  Able to adapt well to change and service improvements. | Previous supervisory experience | Application & Interview |
| Communicating and influencing | Able to seek and clarify detail.  Experience of providing advice on administrative procedures to colleagues and external customers.  Able to demonstrate own duties to other colleagues as required. |  | Application & Interview |

**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 |  |  |  |