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| Last updated: | 5 July 2024 |

**JOB DESCRIPTION**

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| Post title: | **Administrator** |
| Standard Occupation Code: (UKVI SOC CODE) | N/A |
| School/Department: | Winchester School of Art / Art Media and Technology |
| Faculty: | Art and Humanities |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 2b |
| Posts responsible to: | Professor of Media and Digital Culture |
| Posts responsible for: | No direct supervisory responsibility |
| Post base: | Office-based |

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| Job purpose |
| To provide comprehensive, effective and efficient support to a research project and its external partners and stakeholders. To provide administrative support to organising project symposia, workshops and conferences. To ensure effective communication within the team and with external stakeholders, participants and wider audiences.  |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | To apply a good working knowledge of departmental administrative systems to answer queries and resolves problems from colleagues and external customers. | 5 % |
|  | To contact other departments or external customers to source and exchange information. | 15 % |
|  | To contribute to the development of administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.  | 5 % |
|  | To analyse, manipulate and interpret complex information in order to compile detailed summary reports. | 5 % |
|  | 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. | 50 % |
|  | To process invoices and orders, making effective use of Agresso financial administrative process as required.  | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 10 % |

| Internal and external relationships |
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| Internal: Other members of the team, colleagues in the faculty, and Research Support units (eg. RIS/ Finance)External: HE and community partners, suppliers and freelancers, stakeholders  |

| Special Requirements |
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| Travel to other Faculty/University sites and flexible hours of work may be required on occasion, for events, meetings etc. |

**PERSON SPECIFICATION**

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| 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 in a HE/ research environment. 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. | Experience of monitoring (small) project budget.  | Application/ CV/ 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 adapt well to change and service improvements.Able and willing to work in a diverse team with strong commitment to EDI |  | 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 communicate effectively with both researchers, service providers, NGO partners and stakeholders.  | Experience handling and updating social media and/or website content.  | Application/ interview |
| Other skills and behaviours |  | Experience of processing invoices and orders. | Application/ interview |
| Special requirements |  | Travel to other Faculty/University sites and flexible hours of work may be required on occasion, for events, meetings etc. |  |

**JOB HAZARD ANALYSIS**

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

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| [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.

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| **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  |  |  |  |