

Job Description and Person Specification

Last updated: <June 24>

JOB DESCRIPTION

Post title:	Administrator Support for Institutional Sustainability Strategy		
Standard Occupation Code: (UKVI SOC CODE)	N/A		
School/Department:	School of Engineering / CMEE / Strategy Delivery		
Faculty:	FEPS		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	2b
Posts responsible to:	Prof A S Bahaj – Chair, Sustainability Implementation Group (SIG)		
Posts responsible for:	N/A		
Post base:	Office-based (see job hazard analysis)		

Job purpose
<ul style="list-style-type: none"> Provide comprehensive and efficient administrative support for the coordination of the institutional Sustainability Strategy Plan and its activities. Provide support for the team in organising meetings, taking minutes, maintain website and engagements activities with our internal/external stakeholders. Provide a professional interface between academics, researchers, and our sustainability programme around the University and elsewhere.

Key accountabilities/primary responsibilities	% Time
1. Provide high quality, flexible support and administrative services the Sustainability Implementation Group (SIG) and the Sustainability Strategy Board (SSB). For the SIG – <ul style="list-style-type: none"> (i) Set up monthly meetings, circulate papers in advance of meeting, produce minutes, update action log, raise potential agenda items, (ii) Before the SIG meeting, set-up 1-1s for the SMP Sustainability Programme & Senior Project Manager, and the Goal Leads, (iii) Following the SIG meetings, update the live document for the Sustainability Strategy Milestones Gantt Chart with updates from the meeting, update the live Risk Register – Sustainability with agreed updates post-SIG meeting. (iv) Assist with the organisation of hybrid outreach events e.g. venue booking, catering, registration, planning. (v) Support SIG chair by liaising with internal stakeholders e.g. the VC’s office for meetings with the Goal Champions, as well as with Goal Leads. For SSB – <ul style="list-style-type: none"> (i) Provide administrative support as for the SIG but for meetings occurring on quarterly basis. 	75%
2. Support the SIG Chair and the SMP Sustainability Programme Project Manager with administration as required e.g. set up meetings, assisting with SIG reporting e.g. to SSB, UEB and Council, and for project planning.	10%
3. Maintain the SharePoint sites for the SIG, the SSB and the SIG Core Team.	10%

Key accountabilities/primary responsibilities	% Time
4. Any other duties as allocated by the SIG Chair following consultation with the post holder.	5%

Internal and external relationships
<ul style="list-style-type: none"> • Members of SSB, the SIG and its core team. • Academic and research staff within ECCD. • Other staff from across the University. • Internal/external funders.

Special Requirements
<ul style="list-style-type: none"> • The maintenance of confidentiality in information and data management at all times is mandatory. • Travel to other Faculty/University sites. • Flexible hours of work may be required for events, meetings etc. • Good communication skills are essential.

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 within agreed time scales.</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>Knowledge of university systems such as Agresso, Planon, e-recruit and working with travel management systems</p> <p>Experience of monitoring a small scale budget (e.g. stationery)</p>	Application / Interview
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>		Application / Interview
Problem solving and initiative	<p>Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.</p>		Application / Interview
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>		Application / Interview
Communicating and influencing	<p>Able to seek and clarify detail.</p> <p>Able to take accurate and concise minutes at complex meetings and circulate outputs within an agreed time scale.</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>		Application / Interview
Other skills and behaviours	<p>Evidence of good interpersonal and customer service skills.</p> <p>A flexible approach and manner.</p>		Application / Interview
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			