

UNIVERSITY OF SUSSEX

Job Description for the post of: Centre Manager, CCE

Department	CCE
Location	tba
Grade	7
Responsible to	tbc
Responsible for	CCE professional services staff

Purpose of the post:

To be responsible for an efficient and effective administrative support function for the Centre; To ensure effective liaison with professional services staff and systems in managing the CCE portfolio.

To support the Director of CCE in planning and developing the CCE portfolio.

Key Responsibilities:

1 Management of Staff and Resources

- 1.1 To manage staffing systems and processes across the centre in liaison with Human Resources and the Strategy and Operations Manager.
- 1.2 To manage centre professional services staff (including recruitment, deployment, probation, appraisal, performance reviews and staff development).
- 1.3 To support the Director in academic HR processes such as monitoring sickness absence, referrals to Occupational Health, risk assessments (maternity etc), employment of soft-funded contract staff.
- 1.4 Managing locally the implementation of University procedures relating to the employment and induction of ATs.
- 1.5 To oversee the provision of reception facilities and ensure cover is provided.
- 1.6 To organise the provision of support for members of faculty and associate tutors.
- 1.7 To oversee the organisation of office systems, provision of stationery and office equipment.
- 1.8 To authorise School fund expenditure, including minor works and alterations, in liaison with the Finance Manager and EFMD.
- 1.9 To be responsible for all office provision and to manage the routine allocation of space
- 1.10 To ensure that Purchasing procedures are in place for the School.

2 Student Teaching Support Systems

- 2.1 To manage student administration within the School in liaison with the Registry.
- 2.2 To organise the provision of local support for UG, PGT and PGR students.
- 2.3 To support the School Director of Student Support in ensuring the monitoring of student attendance and retention.
- 2.4 To ensure that local student support measures are in place, such as induction.
- 2.5 To manage the administration of examinations and assessment processes for the centre, in liaison with the Registry, other professional services and other schools as appropriate

3 Health & Safety

- 3.1 To be the CCE Health & Safety Adviser, including ensuring inspections and risk assessments are undertaken, and fire wardens are appointed (Arts)
- 3.2 To review and update regularly the CCE Health & Safety policy and associated guidance (Arts)
- 3.3 To liaise with the Health, Safety and Environment Office regarding training needs.
- 3.4 To support the School Health & Safety Committee (Arts).

4 Planning and development

- 4.1 To support the CCE director in developing community development work at Sussex
- 4.2 In liaison with Planning and Finance, to advise on the planning and financial implications of new developments

5 Information and Communication

- 5.1 To be responsible for gathering and disseminating relevant information within CCE.
- 5.2 To be the key contact in CCE for communications, public relations and alumni issues.
- 5.3 To ensure the School and departmental web presence is effective, up-to-date, and in line with the university's communications strategy.
- 5.4 To liaise with the Governance Office on the provision of information required for Freedom of Information/Data Protection requests and on copyright matters. .
- 5.5 To liaise with other University units as required and to contribute to relevant Working Groups.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date December 2008

SELECTION CRITERIA

Successful candidates will be able to demonstrate specific knowledge and understanding of:

- developing new systems and procedures
- resource management
- human resources policy and best practice
- current health & safety issues
- marketing and recruitment
- internal and external communications

and will also have:

- experience of staff management
- highly developed organisational and analytical skills
- a willingness to help manage change
- excellent ICT skills, including a good working knowledge of word-processing, spreadsheets, databases, internet and email
- excellent inter-personal and communication skills
- a willingness to work under pressure and with flexibility
- problem-solving skills and the ability to use initiative and to work with minimum supervision.
- the ability to prioritise and meet tight deadlines.

Date: 25th February 2009