

1 Advertisement

Post Title: Senior Divisional Administrator

School/department: General Counsel, Governance and Compliance (GCGC)

Hours: Full Time hours considered up to 36.5 hours per week.

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 10802

Salary: starting at £28,131 to £32,411 per annum, pro rata if part time

Placed on: 03 March 2023

Closing date: 20 March 2023. Applications must be received by midnight of the closing date.

Expected interview date: to be confirmed

Expected start date: TBC – As soon as is reasonably practical for both parties.

The General Counsel, Governance and Compliance Division is seeking to appoint a Senior Divisional Administrator to provide administrative support across the Division, in areas ranging from governance, information management and legal services.

The successful candidate will require excellent organisational skills and will be able to demonstrate that they can manage a varied portfolio of work, providing innovative solutions and implementing effective processes to achieve effective outcomes.

Duties will include, but are not limited to:

- Providing a key point of contact for the Division, dealing with general enquiries
- Providing executive support for the General Counsel and Director of Governance and Compliance
- Providing administrative support across the division, establishing new procedures and identifying improvements to working practices
- Assisting with staff recruitment and staff induction
- Undertaking day-to-day financial processing and acting as the key point of contact on financial and procurement matters

This post will require someone who is a good team player, with the skills to juggle competing priorities and to with excellent communication skills.

Please contact Lisa Glandfield (L.Glandfield@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at [Governance and Compliance : Governance and Compliance : University of Sussex](#)

3. Job Description

Job Title:	Senior Divisional Administrator
Grade:	G5
School/Division:	General Counsel, Governance and Compliance (GCGC)
Location:	Sussex House/hybrid
Responsible to:	Governance and Compliance Manager
Direct reports:	n/a
Key contacts:	All staff within the GCGC Division; HR business partner, Finance business partner

Role description:

To have general responsibility for the administrative support for a number of divisional functions including recruitment, finance and general administration. The post-holder will also specialise in a number of key areas, including incident management, and coordinate cross-divisional initiatives. The post-holder will be expected to have a detailed knowledge of University financial processes, working closely with the Finance business partner to ensure effective processes and monitoring arrangements are in place. The post-holder will also provide executive support for the Director of GCGC.

PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional general enquiries service to staff and visitors.
2. Provide administrative support to staff across the Division, using knowledge and experience to solve more complex problems directly where possible.
3. Within clear parameters to take responsibility for specific projects or areas of work, working closely with staff across the Division.

KEY RESPONSIBILITIES

- Working as part of a team and within the wider institution, support colleagues in their work and act as a key point of contact for staff, visitors and external enquiries. Respond to general enquiries interpreting university and external regulations as appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice.
- Provide executive support for the Director of Governance and Compliance, including diary management and dealing with correspondence and other matters as required.
- Assist in producing and maintaining a number of sources of information on the website and in publications.
- Provide administrative support for senior colleagues within the Division, ensuring that effective filing protocols are in place.
- Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff.
- Follow administrative procedures, write new office procedures and set up new office systems.
- Contribute ideas and suggestions for improvements to work practices and methods.
- Organise mailings for communication, training, and events, maintain mailing lists.
- Compile agendas and draft minutes for divisional meetings
- Support other committees and working groups as required.
- Collate and circulate appropriate data to inform decision-making. Create and maintain spreadsheets and other data tables.
- Assist with staff recruitment: prepare job adverts, job descriptions and further particulars, liaising with the HR team to ensure a smooth process from recruitment through to induction of new staff.
- Raise purchase orders and arrange payment of invoices on the Finance System and liaise with the Finance team on day-to-day Finance matters and procurement activities.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Governance and Compliance Manager but will work closely with the Director of Governance and Compliance, to support them in their work. The post-holder will be given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder will be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

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

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills to organise own workload and priorities and to support colleagues with theirs.
3. Effective oral and written communications skills to work with colleagues providing information, explanations and interpretation where needed, responding to questions and queries.
4. Ability to work flexibly within a team and also on own initiative.
5. Competent IT skills to effectively manage own workload – MS Suite.
6. Ability to assess problems effectively and make standard minor impact decisions autonomously.
7. Ability to provide pastoral welfare support to junior members of the team where necessary.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability to organise, develop and maintain systems to manage information and resources.
2. Financially literate, with the ability to keep accurate records and ensure that processes are established to monitor financial information within the division.

DESIRABLE CRITERIA

1. Relevant experience in a similar role.
2. Relevant experience working in a university or similar environment.