



## Advertisement

**Post Title:** Planning Administrator

**School/department:** University Operations & Strategic Planning

**Hours:** Full time or part time hours considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).

**Contract:** Fixed term until 31 January 2024– Maternity leave

**Reference:** 20317

**Salary:** starting at £24,144 to £27,396 per annum, pro rata if part time.

**Placed on:** 03 April 2023

**Closing date:** 25 April 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** As soon as possible

Our growing division of University Operations and Strategic Planning needs a team administrator as maternity cover to support the Director and team members. We are looking for someone who:

- Enjoys being organised and planning ahead
- Is flexible and adaptable and looking for a varied role
- Has experience and good skills across a range of office systems and applications and is keen to develop.

Please contact Kay Jones ([kay.e.jones@sussex.ac.uk](mailto:kay.e.jones@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.*

## 2. The School / Division

The division of University Operations and Strategic Planning is a diverse team that includes the Planning team, Professional services and Technical staff working in academic Schools, a small evaluation unit and manager for the Apprenticeships programme. The Planning team provides key data-driven insight and analysis to the University's Executive Group, Heads of Schools and Professional Services Directors.

## 3. Job Description

Job Description for the post of: Team Administrator

**Department:** University Operations and Strategic Planning

**Location:** Sussex House, University of Sussex

**Grade:** 4

**Responsible to:** Director of University Operations and Strategic Planning

**Direct reports:** N/A

**Key contacts:** Head of Planning, Heads of Professional Services, Planning Team members

### Role description:

To provide wide ranging administrative support for team activities including meeting and project administration, staff recruitment, finance and coordinating team activities.

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### PRINCIPAL ACCOUNTABILITIES

1. Provide administrative support to the Director and team members.
2. Take responsibility for specific projects or areas of work.

### KEY RESPONSIBILITIES

- Support team members with project role and committee responsibilities: monitoring actions, scheduling meetings, preparing materials for meetings, maintaining an overview of committee reporting requirements
- Collate and maintain appropriate data (e.g. Academic Reputation Survey, Planning round templates) in spreadsheets and other data tables, liaising with relevant team members
- Make administrative arrangements for training, meetings and events including room booking, catering, travel and accommodation arrangements for staff
- Raise purchase orders and arrange payment of invoices on the Finance System, monitoring budget spend
- Manage data queries, monitoring the team email inbox, directing queries to the right place, monitoring timescales for responses and ensuring these are delivered in a timely manner

- Maintain and coordinate diary for the Director of University Operations and Strategic Planning
- Assist in producing and maintaining information on the team webpages
- Act as secretary for nominated meetings, encompassing drafting agendas, distributing papers, recording minutes for approval, distributing minutes and monitoring actions
- Assist with staff recruitment: prepare job adverts, job descriptions and further particulars, letters of acceptance and standard contracts, collate applications and compile interview schedules
- Carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manage own workload – MS Suite, Box, Teams and Zoom – and confidence to learn new systems and skills.
6. Ability to deal with all levels of the organisation for sensitive and confidential issues, exercising tact, diplomacy and integrity at all times.
7. A high level of accuracy and meticulous attention to detail

##### **DESIRABLE CRITERIA**

1. Experience in a similar role.
2. Experience working in a university or similar environment.