

1. Advertisement

Post Title: Head of School Coordinator

School/department: School of Life Sciences

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

Location: Brighton (hybrid role, up to 50% working from home)

Contract: Permanent

Reference: 21213

Salary: starting at £24,533 and rising to £27,979 per annum, pro rata if part-time.

Placed on: 8th August 2023

Closing date: 31st August 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: As soon as possible

The School of Life Sciences is seeking an experienced professional to provide administrative support for the Head of School, Deputy Heads of School, and School Management Team.

Working as part of a large Professional Services team and reporting to the School Administrator, the post holder will work closely with the Head of School Team, providing diary management and PA support, as well as maintaining School records and undertaking project work as required.

The successful candidate will be highly efficient and well-organised, with excellent communication and problem-solving skills, and be comfortable and confident taking initiative and working proactively to balance a varied and demanding workload.

Please contact Holly Dore (H.J.Dore@sussex.ac.uk) or Amy Horwood (A.Horwood@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#). Please ensure you evidence against all the criteria in the Person Specification on the 'Additional information in support of your application' page of your application form.

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

2. The School / Division

The School of Life Sciences is the largest in the University in terms of research activity, with an annual research income of around £13 million. The School has a teaching and research faculty of around 90, over 140 research staff, and an administrative team of around 20. The School is structured into five Departments led by a Head of Department. These are Biochemistry & Biomedicine, Genome Damage and Stability Centre, Neuroscience, Ecology & Evolution and Chemistry, working closely with the Sussex Drug Discovery Centre. The Head of School leads the Head of School Executive, which includes two Deputy Heads of School (one focussed on research and enterprise, the other on education), the Operations and Projects Manager and the Director of Technical Services. Wider School organisation and administration is overseen by the School Management Committee, which includes the Heads of Departments and others in Directorship roles.

The School is committed to the [University's core values](#) of kindness, integrity, inclusion, collaboration and courage. The Equality, Diversity and Inclusion Committee (with representation on the School Management Committee) promotes and encourages our values across the School, [championing initiatives](#) that meet the [University's goals](#) of being Equal, Diverse, Accessible and Flexible. We currently hold an Athena SWAN Silver Award and have a BAME Awarding Gap Committee who closely liaise with the University's Race Equality Charter committee. The School also hosts a wellbeing room and a multi-faith prayer room within its estate and the University supports the [Trans Rights are Human Rights](#) UK initiative. We believe that equality, diversity and inclusion is everyone's business and aim to provide a friendly and supportive environment for all who work, study and visit the School of Life Sciences.

Please find further information regarding the school/division at:

<http://www.sussex.ac.uk/lifesci/>

3. Job Description

Job Title:	Head of School Coordinator
Grade:	Grade 4
School/Division:	School of Life Sciences
Location:	The role is based in the John Maynard Smith Building (JMS) at our Falmer campus with elements of remote working (up to 50%)
Responsible to:	Assistant Operations Manager/Head of School Team
Direct reports:	n/a
Key contacts:	Head of School, Deputy Heads of School, Senior Management Team (including Heads of Department), academic faculty

Role description:

Provides support to Head of School / Head of School Team, scheduling, correspondence and meetings. Takes responsibility and ownership of office organisation, project management, deadline compliance, and important documents and files.

PRINCIPAL ACCOUNTABILITIES

1. Calendar and diary management
2. Answering and directing telephone calls
3. Managing email inbox and sending responses
4. Coordinating schedules, meetings and appointments
5. Arranging travel and booking accommodation
6. Providing general administrative support
7. Preparing correspondence, reports and other documents
8. Liaising with colleagues and acting as a liaison point with HR administration (for example academic appraisals, Academic Promotions)
9. Greeting visitors
10. Attending meetings and recording minutes
11. Taking meetings and reporting back with actions
12. Maintaining records and databases
13. Arranging dinners, social events and public appearances
14. Producing timelines and reviews of projects

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 level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- The post holder reports to the Head of School, they are 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 may 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 University'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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education.
2. Exceptional organisational and diary management skills.
3. High levels of flexibility and adaptability.
4. Flawless communication and presentation skills, both written and verbal.
5. Excellent telephone manner.
6. The ability to multitask and prioritise an everchanging workload
7. The ability to work under pressure and reach deadlines
8. Problem-solving and decision-making skills
9. The ability to work autonomously
10. The ability to determine which emails, reports, telephone calls, etc. need to be escalated and which do not
11. The ability to communicate with and present to senior leaders
12. The ability to build relationships at all levels across the University and with external contacts
13. Experience using the full Microsoft Office suite
14. Drafting, writing and research skills

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of supporting and servicing meetings (including preparing Committee agendas and writing minutes)
2. Experience of handling confidential data securely

DESIRABLE CRITERIA

1. Experience of developing organisational processes and systems to ensure efficiency
2. Experience of working in higher education