1 Advertisement

Post Title: School Administrator
School/Department: University of Sussex Business School
Hours: full time or part time hours considered up to a maximum of 1 FTE. Requests for flexible working options will be considered (subject to business need).
Contract: Fixed term until October 2020 (this could be considered as a potential secondment opportunity)
Reference: 2142
Salary: starting at £33,797 to £40,322 per annum
Placed on: 14 October 2019.
Closing date: 31 October 2019. Applications must be received by midnight of the closing date.
Expected Interview date: Week commencing 11 November 2019
Expected start date: asap

This role is only open to internal candidates from the University of Sussex

The University of Sussex Business School is seeking an experienced School Administrator to deliver efficient and effective administrative support across teaching, research and engagement.

The School Administrator will have responsibility for

- Managing a large multi-functional staff with responsibility for recruitment, induction and performance
- Leading the efficient and effective operation of the Business School with an emphasis on continuous improvement
- Managing resources across IT, Estates and Finance.
- Supporting the School Management Team with the operationalisation of the strategic plan. This would include maintaining the relevant Business School accreditations
- Managing student administration across the taught course portfolio at both undergraduate and postgraduate from pre-arrival to graduation
- Managing the Health and Safety team
- Managing and leading on projects as required and specified by the School Management Team.
- Ensuring compliance with UKVI, CMA, GDPR and Prevent as well as adherence to University and Business School Policy and regulations.

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. **University of Sussex Business School**

The University of Sussex Business School is a unique research focused business school, which takes a strong policy-directed view on business practices while also developing the underlying core disciplines. The School is exceptionally well placed to provide leadership in the development and dissemination of sustainable business and management practice, informed by sound economic logic.

**Teaching and research**

The University of Sussex Business School includes five departments: SPRU (Science Policy Research Unit); Economics; Marketing and Strategy; Management; Accounting and Finance. Over 78% of research output is rated as world leading and DHLE statistics bear out the importance we place on student employability with excellent graduate outcomes for Business School students. With such excellent foundations the University of Sussex Business School offers something distinctive and special to the future of business and management research and education in the UK and beyond.

For further information please see the following: [http://www.sussex.ac.uk/aboutus/schoolsdepartments/University of Sussex Business School/](http://www.sussex.ac.uk/aboutus/schoolsdepartments/University of Sussex Business School/)

3. **Job Description for the post of: School Administrator**

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<th>School</th>
<th>University of Sussex Business School</th>
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<tr>
<td>Grade</td>
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<tr>
<td>Responsible to</td>
<td>Head of Professional Services</td>
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<td>Responsible for</td>
<td>School professional services staff</td>
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**Purpose of the post:**

To manage an efficient and effective administrative support function for the School.

**Key Responsibilities:**

1. **Management of Staff**
   1.1 To manage staffing systems and processes across the School in liaison with Human Resources.
   1.2 To plan staffing for effective administrative support structures with the Head of Professional Services and Head of School and contributing to the School’s Operational Plan in relation to professional services staff planning.
   1.3 To manage School Professional Services staff (including recruitment, induction, deployment, probation, appraisal, performance reviews, disciplinary and capability processes and staff development).
   1.4 To manage locally the implementation of University procedures relating to the employment and induction of ATs.
   1.5 To organise the provision of support for members of faculty and associate tutors.
   1.6 To communicate regularly and effectively with staff to ensure there is good staff morale and positive engagement across the School Professional Service teams.
2 **Management of Resources**

2.1 To have an overview of School budgets where delegated by the Head of School.

2.2 To ensure School information is accurate and up-to-date for the RAM calculations, such as space data and teaching sponsorship of modules.

2.3 To plan and authorise School fund expenditure.

2.4 To assist the Head of School with local financial procedures.

2.5 To manage the organisation of office systems and equipment.

2.6 To manage the administration of local office IT systems and allocation of hardware.

2.7 To ensure that procurement procedures are complied with in the School.

2.8 To organise minor works and alterations, in liaison with technical colleagues where applicable and EFMD.

2.9 To support the communication and implementation of major School building projects at a local level, as required.

2.10 To be responsible for all office provision and to manage the allocation of space in the School.

2.11 To be the School ‘Fleet Manager’ with regard to the Driving at Work Policy.

3 **Support for School Management**

3.1 To support the School Management Team.

3.2 To support the Head of School in academic HR processes such as monitoring sickness absence, referrals to Occupational Health, risk assessments (maternity etc), administration of recruitment, employment of soft-funded contract staff.

3.3 To manage the servicing of school committees and organize School-level meetings.

3.4 To assist the Head of School with updating the School risk register as required.

3.5 To assist the Head of School in managing the implementation of updated University policies and regulations at School level.

3.6 To manage support for the School Directors.

3.7 To support the School Management Team with the operationalisation of the strategic plan. This would include maintaining the relevant Business School accreditations.

4 **Student and Teaching Support**

4.1 To manage student administration for UG/PGT/PGR within the School in liaison with Academic Registry and the Doctoral School/ Director of Doctoral Studies.

4.2 To organise the provision of local support for UG, PGT and PGR students.

4.3 To support the School Director of Student Experience in ensuring the monitoring of student attendance and retention.

4.4 To manage the administration and implementation of local student events, such as induction, options fairs and careers days.

4.5 To assist the Head of School with the administration of the planning of teaching as required.

4.6 To manage the induction and administration of Visiting and Exchange students in the School, in liaison with International and Study Abroad Office.

4.7 To manage the allocation of options and elective modules to students if courses within the School include these.

4.8 To manage the administration of teaching quality assurance processes in the School, including support for course validations, professional accreditation and periodic review in support of the Director of Teaching & Learning.

4.9 To ensure course and module handbooks are produced in an accurate and timely manner.
4.10 To manage the administration of the School Exam Boards and advise Boards as required.

5 **Health & Safety**
5.1 To be the School Health & Safety Coordinator, including ensuring inspections and risk assessments are undertaken, and fire wardens are appointed.
5.2 To assist in the review and update of local Health & Safety procedures and guidance.
5.3 To act as liaison point with the Health, Safety & Wellbeing Office.
5.4 To be a member of the School Health & Safety Committee.

6 **Marketing and Student Recruitment**
6.1 To manage School support for the marketing, recruitment and admissions processes in liaison with Student Recruitment Services/Admissions Office.
6.2 To ensure consistency of School publications in liaison with the Communications Division.
6.3 To co-ordinate the School elements of the UG and PG Prospectuses.
6.4 To assist in ensuring that high standards are set across the School through the effective management of the School’s space, online presence and customer service.

7 **Information and Communication**
7.1 To manage the gathering and dissemination of relevant information within the School, including newsletters and other media.
7.2 To be the key contact in the School for communications, public relations and alumni issues.
7.3 To ensure the School’s online presence is effective, up-to-date, and in line with the university’s communications strategy.
7.4 To liaise with the Office of Governance and Secretariat on the provision of information required for Freedom of Information/Data Protection requests and on copyright matters.
7.5 To liaise with other University units as required and to contribute to relevant Working Groups.
7.6 To ensure that accurate and timely data is provided internally, externally and across the School to support decision making.

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.
## Person Specification

### SKILLS / ABILITIES

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<th>Essential</th>
<th>Desirable</th>
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| **Strong oral and written communication skills, and interpersonal skills** | X |
| **Excellent ICT skills, including a good working knowledge of word-processing, spreadsheets, databases, internet and email** | X |
| **Excellent inter-personal and communication skills** | X |
| **Problem-solving skills and the ability to use initiative and to work with minimum supervision.** | X |
| **Highly developed organisational and analytical skills** | X |
| **Ability to deal confidently with a diverse range of people and situations, and credibility with senior management.** | X |

### KNOWLEDGE

| **Knowledge of human resources policy and best practice** | X |
| **Knowledge of current health & safety issues** | X |
| **Awareness of current issues in Higher Education, and the capability quickly to acquire knowledge of University of Sussex policies, procedures and systems.** | X |

### EXPERIENCE

| **Experience of staff management** | X |
| **Experience of developing new systems and procedures** | X |
| **Experience of meetings administration** | X |
| **Experience of resource management** | X |
| **Experience of marketing and recruitment** | X |
| **Experience of internal and external communications** | X |

### QUALIFICATIONS

| **Educated to degree level or equivalent.** | X |

### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

| **The ability to prioritise and meet tight deadlines.** | X |
| **A willingness to work under pressure and with flexibility** | X |
| **Being comfortable working both as part of a team, and independently.** | X |
| **A willingness to help manage change.** | X |

**Date**  
September 2019