



## 1 Advertisement

**Post Title:** Deputy School Administrator

**School/department:** University of Sussex Business School

**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 October 2020 (this could be considered as a potential secondment opportunity)

**Reference:** 2143

**Salary:** starting at £30,046 to £33,797 per annum

**Placed on:** 24 September 2019

**Closing date:** 15 October 2019. Applications must be received by midnight of the closing date.

**Expected interview date:** Week commencing 21 October 2019

**Expected start date:** asap

### ***This role is only open to internal candidates from Sussex University***

The University of Sussex Business School is seeking an experienced Deputy School Administrator to work with the School Administrator to deliver efficient and effective administrative support to colleagues and students.

The Deputy School Administrator will have responsibility for providing expert operational level leadership for the school office. The main areas of responsibility of the post include:

- Managing designated school professional services staff, taking responsibility for recruitment, training needs and performance
- Managing and coordinating efficient, effective and responsive systems and services, ensuring the needs of the University, School and Students are met.
- Deputising for the School Administrator in their absence
- Undertaking specific projects and responsibilities as agreed with the School Administrator and/or senior colleagues, which would include compliance related responsibilities.

The successful candidate will be able to demonstrate the knowledge, skills and experience needed to successfully lead and motivate a team. They will have experience of managing projects and excellent organisational skills. They will have the ability to work flexibly under pressure and manage change.

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

School	University of Sussex Business School
Grade	6
Responsible to	School Administrator
Responsible for	School Office Professional Services Staff

### **Purpose of the post:**

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

### **Key Responsibilities:**

- 1 To manage designated staff, taking responsibility for recruitment, training and performance.**
  - 1.1 To manage the recruitment of designated administrative staff, including acting as a panel member or chair.
  - 1.2 To manage induction and determine training and development needs for designated administrative staff, in liaison with the School Administrator as appropriate.
  - 1.3 To undertake appraisals for designated administrative staff and take appropriate follow-up action, including undertaking interim reviews.
  - 1.4 To take responsibility, with support, for dealing with any staffing issues including those of poor performance, attendance and incapability, ensuring appropriate communication of difficult information in sensitive situations.
  - 1.5 To manage the allocation and monitoring of work responsibilities for designated administrative staff, involving senior colleagues as appropriate, ensuring that the service provided meets the changing needs of the School. This will involve workload planning up to one year ahead, taking into consideration all aspects of the academic year cycle.

- 1.6 To ensure the effective operation of the school office (holding team meetings as necessary) and, in conjunction with relevant senior colleagues, to ensure the effective communication with the rest of the support staff and the school.
- 1.7 To have delegated responsibility for monitoring working arrangements, annual leave and sickness for all members of the support staff team.

**2 To manage and co-ordinate efficient, effective and responsive systems and services, ensuring the needs of the university, school and students are met.**

- 2.1 To take overall responsibility for the operational management of school administrative processes. This will include the development, organisation, implementation, co-ordination and evaluation of a range of systems, processes and services.
- 2.2 To ensure that all such systems, processes and services are carried out in accordance with university and school policies and regulations.
- 2.3 To identify ways in which use of digital technologies can be maximised to support the efficient and effective operation of the School, making recommendations to the School Administrator and other senior staff and recommending staff development required to support digital transformation.
- 2.4 To participate in the induction of new academic staff as appropriate, advising and guiding in relation to the relevant administrative requirements and procedures.
- 2.5 To use initiative to resolve complex problems, which arise in relation to the school's administrative service, using negotiation skills to find acceptable solutions to conflicting requirements.
- 2.6 To develop and maintain an in-depth knowledge of university and school regulations and procedures relating to the student lifecycle (application through to graduation) in order to provide advice and disseminate information across the School.
- 2.7 To monitor assess and plan the administrative workload to meet the changing needs and priorities of the school (as pertain to administration). In liaison with the School Administrator, identify ways in which the administrative structure of the school could best adapt to meet these.
- 2.8 To keep up to date with developments within the University which relate to the School and ensure that those concerned are kept informed of the implications for the school.

**3 To deputise for the School Administrator where appropriate and to lead specific projects and areas of responsibility as agreed with senior colleagues.**

- 3.1 To deputise for the School Administrator across a range of duties as requested in their absence.
- 3.2 To be aware of the needs of the school and to contribute to strategic and long term planning processes.
- 3.3 To undertake, initiate and lead on specific projects on behalf of the School Administrator, including development of processes, plans and policies.
- 3.4 To maintain an overview of current projects, and drive these forward
- 3.5 To contribute to the wider work of the university as directed by the School Administrator, including the representation of the school at appropriate meetings including as a member of university committees/working groups as required.
- 3.6 To support the School Executive, when deputising for the School Administrator and to provide support and guidance to the School Management Team.

- 3.7 To engage in professional and flexible working practices by supporting the School Administrator in delivering an efficient administrative service to the school. This might include providing cover on occasions when colleagues are unavailable or when pressure of work demands.

**4 Undertaking specific projects and responsibilities as agreed with School Administrator and/or senior colleagues.**

- 4.1 Managing school compliance with regards to external regulations, for example UK Visas and Immigration (UKVI), General Data Protection Regulation (GDPR) and Competitions and Marketing Authority (CMA)
- 4.2 To use initiative to resolve problems, design and implement processes as pertains to UKVI, GDPR and CMA
- 4.3 To be the schools 'Information Asset Owner' taking overall responsibility for the Information Asset Register
- 4.4 To be the schools 'Designated Responsible Officer' taking overall responsibility for Right to Work checks and delegating to the 'Designated Responsible Assistant'
- 4.5 To monitor, assess and continually improve these processes to ensure they are fit for purpose and meet requirements
- 4.6 To keep up to date with external developments in UKVI, GDPR, CMA and similar regulatory bodies, ensure processes are adapted to reflect developments and that those concerned are kept informed of the implications for the school.
- 4.7 To manage school support in the planning and organisation of large school events such as research conferences or large multi day meetings.
- 4.8 To maintain an overview of current events and drive them forward, delegating events work to team members within the research team

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.

#### 4. Person Specification

##### SKILLS / ABILITIES

	Essential	Desirable
Ability to lead and motivate a team	x	
Excellent written, oral, telephone and face to face communication skills	x	
The ability to prioritise work to meet deadlines in a pressured work environment	x	
Ability to plan own workload and the workload of a team	x	
Proven experience of word processing, using databases, spreadsheets, web updating and Microsoft packages	x	
High degree of accuracy and attention to detail	x	
Ability to write and explain procedures in a clear and concise manner	x	
Ability to identify problems and seek solutions	x	
Ability to work independently and to use initiative	x	
The ability to deal politely and professionally with a very diverse range of people	x	
Ability to act with authority, and successfully influence in negotiations with senior colleagues	x	

##### KNOWLEDGE

A familiarity with higher education, its aims and objectives		x
Knowledge of university structures and processes		x

##### EXPERIENCE

	Essential	Desirable
Experience of supervising staff, recruitment, directing and motivating a team	x	
Experience of organising high level administrative support	x	
Experience of developing, implementing and managing administrative systems	x	
Experience of managing complex and multiple projects	x	
Experience of working in a changing work environment and making a positive contribution to change	x	

##### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Sensitivity, tact and the ability to remain calm when working to different priorities and under pressure	x	
Approachable, helpful and flexible	x	

Commitment to providing a high standard of service	x	
Commitment to team working	x	
Commitment to staff development	x	

**QUALIFICATIONS**

Essential      Desirable

Educated to degree level or equivalent		x
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Date    September 2019