UNIVERSITY OF SUSSEX

1   Advertisement

Post Title: School Administrator
School/department: School of Engineering & Informatics
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: Permanent
Reference: 2150
Salary: starting at £33,797 and rising to £40,322 per annum
Placed on: 27 September 2019
Closing date: 11 October 2019 Applications must be received by midnight of the closing date.
Expected start date: asap

This vacancy is only open to those currently working at the University of Sussex

The University of Sussex School of Engineering & Informatics 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 team and for ensuring the smooth operation of the School.

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. School of Engineering & Informatics

The School of Engineering and Informatics covers the disciplines of computer, electrical and electronic engineering, mechanical, and automotive engineering, product design, digital media, computer science and informatics, .

Distinctive characteristics of the School are: creativity, interdisciplinarity, strong links with industry, and an international outlook in both research and teaching.

The School offers a range of undergraduate and postgraduate degrees in its areas of expertise, often in collaboration with other schools at Sussex, to create a distinctive focus that addresses the needs of industry, commerce and society..

This interdisciplinary approach also applies to our research, with current and recent externally funded projects with researchers in a wide range of other subject areas including: geomorphology, media practice, medical imaging, neuroscience, anthropology, English literature, epidemiology, geography, international development, mathematics, psychiatry, psychology and sociology.

The School has strong links with industry and innovative research across the School has led to a number of patents which are being commercialised including: novel electric potential sensors (EPS) licensed to Plessey Semiconductors and marketed as the EPIC sensor chip; and a University spin-out company, TexRAD, which developed software for the analysis of medical images and has recently demonstrated the ability to detect brain texture anomalies in Asperger's Syndrome patients.

The School is, for administrative purposes, comprised of two departments the *Department of Engineering and Design*, and the *Department of Informatics*. Staff teach across the School, and undertake research on cross-School, as well as cross-University projects.

3. <u>**Job Description for the post of: School Administrator**</u>

School	Engineering & Informatics School
Grade	7
Responsible to	Head of Professional Services
Responsible for	School professional services staff

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 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.

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 be a member of 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.

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.

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
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

	Essential	Desirable
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

	Essential	Desirable
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	