1 Advertisement

Post Title: Administrative Secretary
Department: General Counsel, Governance and Compliance
Hours: 18.25 hours per week (0.5FTE). The working pattern can be flexible (subject to business needs) and requests for flexible working options will be considered.
Contract: Fixed term for 12 months
Reference: 2407
Salary: Starting at £21,814 and rising to £25,217
Placed on: 01 November 2019
Closing date: 15 November 2019. Applications must be received by midnight of the closing date.
Expected interview date: Week of 25 November 2019
Expected start date: As soon as possible

The University of Sussex is a dynamic, innovative university with a campus based in the South Downs National Park but just a few minutes from the city of Brighton and Hove.

We are looking for an Administrative Secretary to join us in the Division of the General Counsel, Governance and Compliance. This roles sits within the Information Management and Compliance team in the division which is primarily responsible for compliance with Data Protection and Freedom of Information legislation across the University.

The role holder will provide high quality organisational and administrative support across the team and will support the Head of Information Management and Compliance in coordinating the work of the team and recording key information.

Working with a wide range of staff across the University you will be diplomatic, maintain confidentiality and be flexible in your approach to teamwork. You will have excellent written and oral communication skills and experience of preparing accurate and high quality documents, using a range of IT packages.

This is an opportunity to utilise and develop a range of skills and experience at one of the UK’s highly ranked universities, with a genuine opportunity for career progression.

If you would like to discuss the role in further detail, please contact Alexandra Elliott, Head of Information Management and Compliance at Alex.Elliott@sussex.ac.uk or on 01273 678472.

Your application should demonstrate how you meet the Person Specification, set out in section 4.
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. Division of the General Counsel, Governance and Compliance (‘GCGC’)

The GCGC Division provides governance and support services and in-house legal advice to the University, as well as ensuring compliance in areas such as Information Management, Health and Safety, Risk Management and Business Continuity.

The Information Management and Compliance team is responsible for casework, policy and regulatory compliance in relation to Data Protection, Privacy and Freedom of Information legislation.

3. Job Description

Job Description for the post of Administrative Secretary.

**Division:** Division of the General Counsel, Governance and Compliance  
**Unit:** Information Management and Compliance team  
**Grade:** 4  
**Responsible to:** Head of Information Management and Compliance  
**Responsible for:** Not applicable

**Purpose of the post:**

The Administrative Secretary will provide secretarial and administrative assistance to the Information Management and Compliance team. S/he will be responsible for ensuring preparations for meetings and working groups are completed on time and to the highest professional standards, and make arrangements for training. S/he will also maintain databases/portals and produce documents and spreadsheets as requested.

In addition to day to day diary management and team administrative support, s/he will provide assistance in dealing with data subject requests and Freedom of Information requests, including the logging of requests, scanning and redaction of documents, and sending responses.

**Principal accountabilities and key responsibilities:**

1. To undertake word processing of documents and to update spreadsheets as required.

2. To develop schedules of events (e.g. training schedules or summaries of arrangements) as requested.

3. To be responsible for preparation for meetings to the highest professional standards including:
   - Identifying meeting/committee dates (and the administration of complex diaries);
   - The word processing of agendas to an agreed standard and presentation format;
   - The collation and distribution of papers by defined deadlines, including confidential papers; and
   - Preparation of minutes of meetings and action logs.

4. To be responsible for the management of data/documents within the team.
5. To maintain web content so that information about the Information Management and Compliance Team and its services and policies are accurate and up to date.

6. To be responsible for the receipt and log of communications including Freedom of Information requests, data subject requests and third party requests.

7. To support the day to day diary and email management for the team.

8. Any other duties as assigned from time to time by the Head of Information Management and Compliance.

5. **Person Specification**

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<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Fully developed administrative skills with an emphasis on accuracy and presentation</td>
<td>X</td>
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<td>Excellent written, telephone and interpersonal skills</td>
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<td>Strong planning and organisational skills and ability to prioritise work and meet deadlines in a busy environment</td>
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<td>Sound IT skills and experience of using Microsoft Office packages</td>
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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>GCSE grade A* - C or equivalent in English Language</td>
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<tr>
<th>Knowledge and Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Experience of managing and working within procedures, policies and systems</td>
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<td>Experience of updating web content with an emphasis on accuracy</td>
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<th>Personal Qualities</th>
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<tr>
<td>Ability to maintain confidentiality and keep information/data secure</td>
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<td>Proven ability to work using own initiative and solve problems</td>
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<td>Demonstrate a flexible approach to team work</td>
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