1 Advertisement

Post Title: School Coordinator  
School/Department: University of Sussex Business School, The Executive Office  
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: permanent  
Reference: 3154  
Salary: starting at £21,814 and rising to £25,217 per annum  
Placed on: 31 January 2020  
Closing date: 24 February 2020. Applications must be received by midnight of the closing date.  
Expected Interview date: w/c 2 March 2020  
Expected start date: w/c 6 April 2020

We are seeking a well-organised administrator to support the work of three of the five Departments within the Business School, along with another School Coordinator.

The post-holder should be a strong team member and will undertake a variety of administrative tasks which include, supporting the Heads of Departments; maintaining records and data management; diary management; servicing meetings; organising events and workshops; preparing reports; monitoring budgets; arranging national and international travel; and assisting with staff recruitment, induction and absence monitoring.

For full details and how to apply see www.sussex.ac.uk/jobs.

Please ensure you provide evidence for 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 University of Sussex Business School, originally the School of Business, Management and Economics (BMEc), was formed in 2009 and now comprises five departments: Accounting and Finance; Management; Strategy and Marketing; Economics; and the Science Policy Research Unit. The School’s home, the Jubilee Building, is a state-of-the-art academic building at the heart of the campus.
We are a vibrant, ambitious and dynamic School with a unique research focus, 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.

For further information about the School, please see the following: http://www.sussex.ac.uk/business-school

3. **Job Description**

Job Description for the post of: School Coordinator

---

**Department**  
The Executive Office

**Section / Unit / School**  
University of Sussex Business School

**Location**  
Jubilee Building

**Grade**  
4

**Responsible to**  
Head of School PA

**Responsible for**  
n/a

**Purpose of the post:**

Working as part of The Executive Office, providing administrative support to the Heads of Departments of the Management Department, the Accounting and Finance Department, and the Strategy and Marketing Department, as well as other members of the School Management Team.

**Key Responsibilities:**

1. **To provide administrative support to the Heads of three Departments within the Business School**
   1.1 Support with some diary management, bookings and amending appointments
   1.2 Confidential filing and record keeping, including maintaining staff files
   1.3 Preparedness by anticipating and planning activities
   1.4 Arranging and servicing a range of meetings
   1.5 Miscellaneous other support, including making travel arrangements, preparing itineraries, and some budgeting.

2. **Organise projects**
2.1 Assume responsibility for a range of project work in support of the Heads of Departments.
2.2 Organise and attend Departmental events and workshops, acting as the key contact for all related enquiries.
2.3 Setting up new administrative processes and monitoring systems.
2.4 Assisting with activities around marketing and publications.

3 Providing Support and Managing Databases
3.1 Maintaining records and databases for all activities to support Heads of Departments.
3.2 Provide support to Departmental leads on teaching and learning.
3.3 Work closely with the Executive Team members, providing support and cover for colleagues where necessary.

4 Link with Heads of Departments and relevant School Office teams
4.1 Act as main liaison between HoDs and Senior School Management, School Office teams and other University divisions, to share knowledge and highlight issues early to both HoDs and to relevant teams.
4.2 Attend regular meetings of and work closely with School Office and Curriculum and Assessment teams.

5 Supporting the Heads of Departments with a range of people-management activities
5.1 Act as a liaison point between Departments and HR administration.
5.2 Support arrangements for staff recruitment.
5.3 Support arrangements for staff induction.
5.4 Assist with arranging and recording academic appraisal activities.
5.5 Maintaining records of absence due to sickness and holidays.

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

Person Specification for School Coordinator.

SKILLS / ABILITIES

<table>
<thead>
<tr>
<th>Excellent written and oral skills with a concern for accuracy</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ability to maintain accuracy and prioritise work to meet deadlines in a busy working environment.</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>IT literate with proven experience of word processing, databases, spread sheets and web updating and the ability to learn new systems.</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Analytical and numerical ability</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>A proactive approach to problem solving and consistently reliable</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>
Comfortable working on routine aspects of administration | x |
To deal with a wide range of different people | x |

<table>
<thead>
<tr>
<th>KNOWLEDGE</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of and commitment to providing a high level, quality service</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>HE Sector</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Evidence of a high degree of personal initiative and commitment to self-development</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing PA-type support including diary management, supporting and servicing meetings and committees and report writing</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Of higher education environment</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>An administrative role in a busy environment</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Working in a fast-changing work environment and making a positive contribution to the change</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Events organizing and coordination</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL ATTRIBUTES AND CIRCUMSTANCES</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sensitivity, tact and the ability to remain calm when working to different priorities</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Ability to work cooperatively as part of a team to meet objectives</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Approachable, helpful and flexible</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Commitment to providing a high standard of service</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Appreciation of the need to maintain confidentiality and keep information and data secure</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

January 2020