1 Advertisement

Post Title: Deputy School Administrator
School/department: School of Life Sciences
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: 3740
Salary: Starting at £30,046 and rising to £33,797 per annum (pro rata if part time)
Placed on: 1 June 2020
Closing date: 11 June 2020
Applications must be received by midnight of the closing date.
Expected Interview date: tbc
Expected start date: ASAP

This vacancy is only open to those currently employed by the University.

The School of Life Sciences is seeking to appoint an experienced and professional administrator to the post of Deputy School Administrator. The role holder will support the School Administrator in delivering high quality professional services for the academic and student community, and will manage a team of Professional services colleagues. You will support the Head of School and the management team, in liaison with the HR Business Partner, to implement and develop processes in support of the School’s People Strategy.

Providing expert operational level leadership for the school office and a range of Professional Services colleagues, you will support the delivery of education and an excellent student experience in the School. Working closely with the School Administrator you will coordinate on HR matters and on compliance matters such as GDPR and processes and responsibilities around UKVI.

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 be able to demonstrate creativity, enthusiasm and excellent organisational skills. The ability to work effectively and flexibly under pressure will be essential as will excellent communication skills and a high level of IT literacy.

For an informal chat about the post please contact Marc Williams (Head of Professional Services, Science) on m.williams@sussex.ac.uk

The School of Life Sciences is at the forefront of research in the biological sciences in the UK, coming in the top 10 in the REF 2014.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds

May 2020
The School is committed to equality and valuing diversity, and currently holds an Athena SWAN Silver Award. Applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex. The School of Life Sciences welcomes applications to academic posts from candidates who wish to work part-time or as job-sharers.

The University offers various schemes to provide real benefits to parents, these can be found at Family Friendly Policies. For full details and how to apply see our vacancies page.

2. The School/Division

The School of Life Sciences has a mission statement to enhance human health and environmental sustainability, through research, education and knowledge exchange. It undertakes research across a wide breadth of the Life Sciences, from Chemistry to Conservation Biology. The School is the largest in the University, in terms of research activity, with an annual research income of c£16m, and is one of the largest in terms of student and staff population. We aim to train the next generation of scientists so that they are able to connect with global issues and develop innovative solutions to the challenges that face the planet.

Academics within the School of Life Sciences apply their research to create impact in areas as diverse as addressing neurodegenerative diseases, saving endangered species, fostering sustainable agriculture and developing diagnostics for cancer and rare diseases. In the most recent Research Excellence Framework (REF2014), more than 96% of the School's research was rated as 'world leading', 'internationally excellent' or 'internationally recognised', putting us above many Russell Group institutions.

The School has a teaching and research faculty of around 100, over 200 research fellows and technicians, and an administrative team of around 25. Research in the School of Life Sciences is structured into six Subject Groups, which regularly collaborate. These are Biochemistry & Biomedicine, Genome Damage and Stability Centre (GDSC), Neuroscience, Evolution, Behaviour & Environment (EBE), Sussex Drug Discovery Centre (SDDC) and Chemistry. Each Subject Group is led by a Subject Chair who is a leader in their field. The Head of School (Professor Sarah Guthrie, in post since 2017) leads the Head of School Executive, which includes two Deputy Heads of School (one focussed on research, the other on education), the School Administrator and the Director of Technical Services. Wider School organisation and administration is superintended by the School Management Committee, which includes the Subject Chairs and other academics in Directorship roles.

The School’s teaching is firmly based on our research excellence and offers students substantial opportunities for personal research experience, along with conventional lectures, seminars and tutorials. We strive to provide an intellectually stimulating and challenging education and use technology to enhance learning. The School has a population of around 1650 undergraduates studying a range of subjects: Biochemistry, Biomedical Science, Biology, Ecology, Genetics, Neurosciences and Zoology. For each of these degrees we offer a 3-year BSc and a 4-year integrated Masters (MSci). We also offer a Royal Society of Chemistry accredited BSc and MChem degree in Chemistry, as well as a Life Sciences Foundation Year, which is ideally suited for students whose A-level (or equivalent) qualifications don’t meet the requirements for direct entry on to our BSc/MSci degrees.

May 2020
We have a population of around 85 postgraduate taught students. We offer MSc courses on Cancer Cell Biology, Genetic Manipulation & Molecular Cell Biology, Global Biodiversity Conservation and Neuroscience and MRes courses on Animal Behaviour, Conservation Biology, Evolutionary Biology and Neuroscience. Our vibrant post-graduate research community is made up of around 180 PhD students, undertaking cutting-edge research across all of our areas of interest in the Life Sciences.

**Job Description for the post of:** Deputy School Administrator

**School**
School of Life Sciences

**Section/Unit/Location**
JMS building

**Grade**
6

**Responsible to**
School Administrator

**Responsible for**
A team of PS staff

**Purpose of the post:**
The post holder will provide expert operational level leadership for Professional Services teams, manage HR processes and the School’s People Strategy. This will include: Managing designated administrative staff; Taking responsibility for the recruitment, training needs and performance of those staff; Managing and co-ordinating efficient, effective and responsive systems and services, ensuring the needs of the university, school and students are met; Undertaking specific projects and responsibilities as agreed with School Administrator and/or senior colleagues. Managing school compliance in UKVI, GDPR and CMA and taking responsibility for the smooth running on conferences and large meetings.

**Key Responsibilities:**

1. To directly oversee and line manage designated administrative staff, taking responsibility for the recruitment, training needs and performance of those staff.
   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.

May 2020
To have delegated responsibility for monitoring working arrangements, annual leave and sickness for all members of the support staff team.

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

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.

To ensure that all such systems, processes and services are carried out in accordance with university and school policies and regulations.

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.

To participate in the induction of new academic staff as appropriate, advising and guiding in relation to the relevant administrative requirements and procedures.

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.

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.

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.

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.

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

To deputise for the School Administrator across the full range of duties as requested in their absence.

To be aware of the needs of the school and to contribute to strategic and long term planning processes.

To support the School Administrator on specific projects.

To maintain an overview of current projects, and drive these forward

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.

To be an active member of the School Administrative Leadership Team, when deputising for the School Administrator and to provide support and guidance to the Head of School and Directors

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.

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

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.

5 Person Specification

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

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<tr>
<th>Requirement</th>
<th>Essential</th>
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<tr>
<td>A familiarity with higher education, its aims and objectives</td>
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<td>Knowledge of university structures and processes</td>
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### EXPERIENCE

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<tr>
<th>Experience</th>
<th>Essential</th>
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<tr>
<td>Experience of supervising staff, recruitment, directing and motivating a team</td>
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<td>Experience of organising high level administrative support</td>
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<td>Experience of developing, implementing and managing administrative systems</td>
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<td>Experience of managing complex and multiple projects</td>
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<td>Experience of working in a changing work environment and making a positive contribution to change</td>
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### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Sensitivity, tact and the ability to remain calm when working to different priorities and under pressure</td>
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<td>Approachable, helpful and flexible</td>
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<td>Commitment to providing a high standard of service</td>
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<td>Commitment to team working</td>
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<td>Commitment to staff development</td>
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### QUALIFICATIONS

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<tr>
<th>Qualification</th>
<th>Essential</th>
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<tr>
<td>Educated to degree level or equivalent</td>
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