



## ADVERTISEMENT

**Post Title:** School Coordinator x2

**School/Department:** University of Sussex Business School Professional Services

**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:** 9537

**Salary:** starting at £23,144 to £26,396 per annum, pro rata if part time

**Placed on:** 03 October 2022

**Closing date:** 03 November 2022 Applications must be received by midnight of the closing date.

**Expected interview date:** November 2022

**Expected start date:** ASAP

We are seeking a well-organised and motivated administrator to join the Executive Admin Team within the Business School. The team supports the work of the School's Senior Management Team (SMT) including the Dean, Associate Deans and Heads of Department in managing and supporting the five departments within the School; Accounting & Finance, Economics, Management, Strategy & Marketing, and the Science Research Policy Unit (SPRU).

The post-holder should be a strong team member and will undertake a variety of administrative tasks which include but are not limited to:

- supporting SMT stakeholders and academic faculty members with a range of activities
- coordinating HR matters such as academic recruitment and inductions
- diary management and servicing meetings
- organising events and workshops
- maintaining records and data management
- preparing reports and monitoring budgets
- arranging national and international travel
- serving as a point of contact and link between staff, internal departments, students and external contacts

Please contact Jo Doidge ([Jo.Doidge@sussex.ac.uk](mailto:Jo.Doidge@sussex.ac.uk)) for informal enquiries.

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.*

## THE SCHOOL / DIVISION

Please find further information regarding the Business School at: <http://www.sussex.ac.uk/business-school>

The University of Sussex Business School was formed in 2009 and comprises five departments: Accounting and Finance; Management; Strategy and Marketing; Economics; and the Science Policy Research Unit (SPRU). 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.

## JOB DESCRIPTION

<b>Job Title:</b>	School Coordinator
<b>Grade:</b>	G4
<b>Department:</b>	Professional Services
<b>School/Division:</b>	University of Sussex Business School
<b>Location:</b>	Role will be split between on-campus working (Jubilee Building) and working from home
<b>Responsible to:</b>	Executive Assistant to the Dean of the Business School
<b>Direct reports:</b>	n/a
<b>Key contacts:</b>	n/a

### Role description:

To serve as a point of contact and link between students, staff members, internal departments, and external contacts. To provide clerical and administrative support ensuring that the processes and services for which they are responsible operate smoothly.

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## PRINCIPAL ACCOUNTABILITIES

In relation to the work of the Executive Admin Team, to:

1. Support the successful delivery of the services or processes of Departments and the School through the effective co-ordination of activities, events and meetings.
2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied.
3. To act as the main point of contact for service users in the effective and efficient delivery of services.

## KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of activities, events and meetings including, but not limited to;
  - Helping to ensure that time lines and resources are identified, realistic and achievable
  - Proactively raising issues arising in advance for discussion and resolution
  - Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
  - To act as an ambassador for the service, with a focus on efficiency and delivery
2. Communicating effectively with all stakeholders:
  - Publicising activities, events and meetings to all relevant staff, students or external parties in an effective way
  - Contributing to the editing of local guidelines ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible
  - Maintaining website pages (and other sources of information) to accurately reflect current activity in an engaging way
3. Providing support, information and guidance to SMT Stakeholders, departmental staff and relevant School Office teams:
  - Act as main liaison between the Senior Management Team, School Office teams and other University divisions such as HR, Finance, IT, SEF & Estates, to share knowledge and highlight issues early
  - Providing guidance on relevant procedures and processes
  - Ensuring staff are aware of procedures and processes
4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes.
5. Creating and maintaining accurate information on activity that has taken place:
  - Creating comprehensive records and files for future reference
6. This role does not have any budget responsibility.
7. This role does not have any line management responsibility.
8. This role does not have any responsibilities for equipment or premises.
9. Support achievement of the School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
10. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **INDICATIVE PERFORMANCE CRITERIA**

### **PERSON SPECIFICATION**

#### **ESSENTIAL CRITERIA**

1. Good secondary education.
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communication skills to work with colleagues and contacts, providing accurate information and responding to questions and queries in a timely and professional manner.
4. Ability to work flexibly within a small team and also on own initiative to meet objectives and varying deadlines.
5. Competent IT skills to effectively manage own workload using MS Suite.

#### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Maintaining a high standard of service in a busy working environment.
2. IT literate with proven experience of word processing, databases, spread sheets and web updating and the ability to learn new systems.
3. Working in a fast-changing environment with a proactive approach to problem solving.
4. To deal with a wide range of different people and challenging situations.
5. Providing PA-type support including diary management, supporting and servicing meetings and committees, minuting and report writing.
6. Appreciation of the need to maintain confidentiality and keep information and data secure.

#### **DESIRABLE CRITERIA**

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.
3. Experience of events organising and coordination.