happy to talk flexible working

1   Advertisement

Post Title: Assistant Administration Manager (Culture, Organisational Development & Wellbeing Team)
School/department: Human Resources/Organisational Development Team
Hours: full time hours up to a maximum of 1 FTE / 36.5 hours
Requests for flexible working options will be considered (subject to business need).
Contract: Permanent
Reference: 20086
Salary: starting at £ 32,411 to £36,333 per annum, pro rata if part time
Placed on: 16 March 2023
Closing date: 3 April 2023. Applications must be received by midnight of the closing date.
Expected Interview date: to be confirmed
Expected start date: to be confirmed

We are entering an exciting period at the University of Sussex, with a new Vice Chancellor, Professor Sasha Roseneil, and a redesigned Human Resources Executive Team, with ambitious goals. We are in the process of positioning ourselves to provide the very best employee experience for all our colleagues and we are seeking an experienced Assistant Administration Manager, to join us in a new role and to work within our Organisational Development Team. We particularly welcome applications from those who have worked within Learning & Development and/or Organisational Development (but this is not essential).

You will:

- Be responsible for the management and development of a small team of OD Administration Coordinators and Graduate Associate(s), ensuring they work seamlessly within the wider Organisational development Team .

- Manage, promote and maintain high quality, administration services in the Organisational Development team engendering a culture of continuous improvement.

- Lead the effective operation of the University's learning management system including researching, proposing and the implementation of new systems or system improvements.

Please contact Cathy McDonnell, Assistant Director of Culture, OD & Wellbeing (c.mcdonnell@sussex.ac.uk) or Sarah Engineer, Organisational Development Consultant (s.engineer@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.

2.   The School / Division: Human Resources

You can find out more about our values and in our <u>People Strategy</u> and our EDI Strategy, <u>Inclusive Sussex</u>, on our webpages.

3.   Job Description

Job Description for the post of:	Assistant Administration Manager (Culture, Organisational Development & Wellbeing Team)

Department:	Organisational Development
Section/Unit/School:	Human Resources
Location:	Sussex House
Grade:	6
Responsible to:	OD Consultant
Responsible for:	Team of 4

Job Title:	Assistant Administration Manager (Culture, Organisational Development & Wellbeing Team)
Grade:	Grade 6
School/Division:	Human Resources
Location:	Hybrid working (40-50 % campus working, other flexible working arrangements are available)
Responsible to:	OD Consultant
Direct reports:	Administration Coordinators, Graduate Associate(s)
Key contacts:	OD Consultants, Staff Wellbeing Manager, Directors and Heads of School, staff from across the University, HR divisional colleagues, learning providers, learning partners within Sussex
Role description:	The post holder is responsible for managing a small team of OD Administration Coordinators and Graduate Associate(s) and ensuring the smooth running of the coordination and administration functions within the Organisational Development Team.

PRINCIPAL ACCOUNTABILITIES

1.   Manage, promote and maintain high quality, administration services in the Organisational Development team engendering a culture of continuous improvement.

2.   Lead the operational outputs of the Administration Coordinators and Graduate

Associates(s) team and ensure robust support is provided that aligns with the actions and strategic priorities of the wider OD team.

3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.

4. Work in partnership with other key stakeholders to ensure an efficient and seamless service is provided.

5. Work collaboratively with OD Consultants, Staff Wellbeing Manager and Assistant Director Culture, OD & Wellbeing to plan, manage and market the service offer.

6. Research, propose and implement service improvements including the automation of systems with the wider Organisational Development Team and other relevant stakeholders.

7. Ensure the recruitment and development of an effective team of administrators and support team members to integrate and work seamlessly as part of the wider OD team.

8. Lead the effective operation of the University's learning management system including researching, proposing and the implementation of new systems or system improvements.

KEY RESPONSIBILITIES

1. Team leadership

1.1 Lead the administration team to support the achievement of agreed targets and objectives.

1.2 Allocate available resources to achieve targets and objectives including supporting the selection, induction, achievement and development of team members

1.3 Ensure team understanding and application of operational standards are embedded in the methods of working

1.4 Support team members to work effectively and collaboratively with the wider team and university staff, by providing coaching, guidance and training

1.5 Foster an ethos of continuous improvement

2. Service Delivery

2.1 Working within university policy and procedure, undertake day-to-day local team leadership of operational matters in terms of OD administration such as budget monitoring, data reporting and marketing and communications.

2.2 Plan and implement activities with the team to ensure the achievement of team targets and objectives.

2.3 Ensure effective systems and procedures are in place to support the achievement of key performance targets in OD administration.

2.4 Support the implementation of improvements to systems and procedures in OD administration to ensure effective administration.

2.5 Maintain appropriate records and documentation commensurate with policy and procedure.

2.6 Provide reports internally and externally as appropriate. Undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.

2.7 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.

3.2 Contribute to policy decisions and improvement in OD service delivery.

4. Customers and Stakeholders

4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure effective service delivery, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

5. Key responsibilities

5.1 Work with the administration team to ensure that learning event organisation is timely and effective

5.2 Ensure that learning evaluation is accurate and timely and shared with the OD team for review and planning purposes

5.3 Proactively oversee and look for ways to maintain and improve the marketing and communications of the OD service offer (communications, web site, social media etc.) so that it meets the needs of the service and implement enhancements

5.4 Ensure the effective delivery of the University's learning management system to host and report on completion of all staff learning

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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 level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 4 staff

- Responsible for the achievement of agree service targets

- The post holder reports to the Organisational Development Consultant, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the Division's/Unit's/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.

- Balance effectiveness and cost-efficiency in the management of the budgets you are

accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline

2. A practical knowledge and understanding of managing people and of event management

3. Effective team leadership skills

4. Good oral and written communication skills with the ability to present information in a way that can be understood the audience.

5. Planning and organisational skills with the ability to delegate to team members where appropriate.

6. Well-developed interpersonal skills with the ability to influence team members, effectively contribute to team working to build and develop working relationships.

7. Analytical skills with the ability to generate effective solutions and make effective decisions

8. **Highly effective data processing and analytical skills and able to present and share this information across a variety of mediums, including written, verbal and visually.**

9. Commitment to customer excellence

10. Highly Effective IT Skills on MS platform (particularly Excel) and experience of organisational client management systems. Experience using functional databases, data analysis and reporting.

DESIRABLE CRITERIA

1. Project management experience

2. Experience of working in learning and development is highly desirable

3. Has working knowledge/experience of managing learning management systems