

## 1 Advertisement

**Post Title:** SSRP Administrator

**School/department:** University of Sussex Business School

**Hours:** part time hours considered up to a maximum of 14.6 hours per week. Requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** fixed term until 28 Feb 2021 with the possibility of extension or permanency

**Reference:** 1391

**Salary:** Starting at £21,414 to £24,771 per annum (starting at £8,565.60 and rising to £9,908 per annum - pro rata)

**Placed on:** 10 July 2019

**Closing date:** 22 August 2019. Applications must be received by midnight of the closing date.

**Expected start date:** As soon as possible

An exciting opportunity has arisen at the University of Sussex for an experienced and enthusiastic administrator to provide part-time administrative support to the Sussex Sustainability Research Programme (SSRP) – the University’s ambitious and dynamic £3m strategic programme in sustainability research. The post is part-time, fixed-term until February 2021 but with a possibility of extension or permanency. Due to current staffing arrangements the Administrator must be available to work either a) two full days (14 hours) on Thursdays and Fridays; or b) 14 hours spread across Wednesday afternoons, Thursdays and Fridays.

This interesting and challenging role sits within the University of Sussex Business School and is line-managed by the Programme Manager. Working closely with the Communication & Engagement Officer and the Research Support Officer, the post-holder will be responsible for undertaking all aspects of the Programme’s administration, including assisting with the organisation of events, scheduling meetings, gathering data for reports, and providing clerical support for the Director, Secretariat and Programme Management Group.

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

Here at University of Sussex Business School, we help you to see further. We don't just take the world for granted as it is, but think about how it could be. Our work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, in order to transform our world and your future.

Our School draws on many of Sussex's intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

Our **vision** is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people.

Our **mission** to achieve this vision is to:

- carry out high-quality research and develop innovative policy
- develop current and aspiring leaders who will champion critical and original thinking
- work internationally with businesses, governments, and others to deliver innovative approaches to management.

## 3. Job Description

<b>Job Description for the post of:</b>	SSRP Administrator
<b>Department:</b>	Sussex Sustainability Research Programme
<b>Section/Unit/School:</b>	University of Sussex Business School
<b>Location:</b>	Jubilee Building
<b>Grade:</b>	4
<b>Responsible to:</b>	SSRP Manager
<b>Responsible for:</b>	N/A

*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.*

### General Administrative Support

1. To undertake administrative tasks in support of the Programme, as directed by the Programme Manager and Director, and in assistance to the Communication & Engagement Officer and the Research Support Officer
2. Tasks may include: ordering project-related materials (e.g. stationery, printed matter) from suppliers using the University's finance system; scheduling meetings; booking rooms and catering for SSRP meetings and events; making travel arrangements for visitors to the Programme (e.g. guest speakers at events); filing correspondence, process notes, and other documents; and maintaining accurate records of Programme activities and processes, including drafting process notes for key tasks
3. Managing the team diary and updating the events calendar
4. Taking and filing/circulating minutes of important meetings; distributing agendas and pertinent materials ahead of meetings
5. Maintaining accurate records of key Programme contacts, fellows and activities in line with General Data Protection Regulation (GDPR) requirements
6. Assisting with the implementation of the SSRP Communications Plan

7. Assisting with regular reporting on Programme activities; using analytics in meeting the comms, engagement and impact needs of the Programme
8. Assisting the Research Support Officer with the recording of information related to the outcomes and activities of the Programme's funded research projects

### **Support for Communications**

9. To gather content and from time to time assist with the drafting of communications for use across a range of channels
10. To post content on the Programme's social media channels and collect analytic data to help enhance performance
11. To take ownership of small comms projects, such as writing a blog
12. To assist with the preparation of key documents and content, including news articles, policy briefs, promotional materials and other publications as required
13. To assist with the maintenance of the Programme's web pages
14. Regularly reviewing the Programme's web content and logging any required amendments
15. Regularly sourcing and collating content for inclusion in the SSRP Bulletin

### **Support for Events**

16. To provide support for Programme events: Administering invitations, responses, submissions, information for participants, and registration for the events
17. Travel and hotel bookings, liaising with participants
18. Liaising with venues re: catering, room booking and equipment, etc.
19. Preparing event materials including promotional materials, compiling event packs, name badges, etc.
20. Assisting at the venue on event days, where possible
21. Processing travel and subsistence expense claims from participants during/after the events
22. Working closely with event leaders and with support teams within the Business School

### **Support for Finance Administration**

23. Use the University finance system to raise purchase orders and process expenses, where necessary in liaison with Finance colleagues
24. Logging expenses; checking for accuracy and completeness any expense information entered by others
25. Compiling financial information for reporting purposes

### **Other**

26. Undertake other administrative and clerical duties as required to assist the Secretariat and Directorate in delivering the objectives of the Programme

## **4. Person Specification**

### **SKILLS / ABILITIES**

	Essential	Desirable
Good written and verbal communications skills	x	
Good attention to detail; accurate	x	
Good ICT skills, including knowledge of using databases and spreadsheets	x	
Good organisational skills, ability to prioritise	x	

workload and work effectively to deadlines		
Ability to work across several tasks simultaneously	x	

#### KNOWLEDGE

	Essential	Desirable
Knowledge of systems and process in a Higher Education setting		x
Understanding of a range of social media platforms		x

#### EXPERIENCE

	Essential	Desirable
Experience of administrative & clerical systems	x	
Experience of HE environment, including research activity		x
Experience working in an office environment		x

#### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Interested, engaged and willing to learn	x	
Ability to work on own initiative	x	
Commitment to providing high levels of service	x	
Interest in sustainability research		x