



1 Advertisement

Post Title: Head of School's Coordinator

School/department: School of Life Sciences

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: 6772

Salary: starting at £22,254 to £25,627 per annum, pro rata if part time

Placed on: 04 October 2021

Closing date: 25 October 2021 Applications must be received by midnight of the closing date.

Expected start date: ASAP

The School of Life Sciences is seeking an experienced professional to provide administrative support for the Head of School, Deputy Heads of School, and School Management Team.

Working as part of a large Professional Services team and reporting to the School Administrator, the post holder will work closely with the Head of School Team, providing diary management and PA support, as well as maintaining School records and undertaking project work as required.

The successful candidate will be highly efficient and well-organised, with excellent communication and problem-solving skills, and be comfortable and confident taking initiative and working proactively to balance a varied and demanding workload.

Please contact Please contact Amy Horwood A.Horwood@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

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, teaching and engagement across a wide range of the Life Sciences, from Chemistry to Conservation Biology. The breadth and depth of cutting-edge research and innovative teaching practice requires a diverse community who work across boundaries to deliver excellence.

The School is the largest in the University in terms of research activity, with an annual research income of £16m, and is one of the largest in terms of student and staff population: The School has a teaching and research faculty of around 100, over 200 research fellows and technicians, and an administrative team of around 25. We aim to develop scientists that are able to connect with global issues and develop innovative solutions to the challenges that face the planet.

The School is committed to the [University's core values](#) of kindness, integrity, inclusion, collaboration and courage. The Equality, Diversity and Inclusion Committee (with representation on the School Management Committee) promotes and encourages our values across the School, [championing initiatives](#) that meet the [University's goals](#) of being Equal, Diverse, Accessible and Flexible. We currently hold an Athena SWAN Silver Award and have a BAME Awarding Gap Committee who closely liaise with the University's Race Equality Charter committee. The School also hosts a wellbeing room and a multi-faith prayer room within its estate. We believe that equality, diversity and inclusion is everyone's business and aim to provide a friendly and supportive environment for all who work, study and visit the School of Life Sciences.

3. Job Description

Job Description for the post of: **Head of School's Coordinator**

Department:	N/A
Section/Unit/School:	School of Life Sciences
Location:	John Maynard Smith building
Grade:	4
Responsible to:	School Administrator
Responsible for:	N/A

Purpose of the post:

To provide administrative support to the Head of School, Deputy Heads of School, and School Management Team. The post holder will be responsible for managing diaries, supporting line managers in HR and recruitment matters, organising and maintaining records and documentation, and undertaking a range of project work as required to further the goals of the School.

Key Responsibilities:

1. **To act as Administrative Assistant to the Head of School and Deputy Heads of School**
 - 1.1 Managing diaries
 - 1.2 Supporting and minuting meetings including School Management Team meetings and School Meetings
 - 1.3 Processing paperwork
 - 1.4 Collating data and writing reports

2. **To organise projects**
 - 2.1 Undertake a range of project work in support of the Head of School and School Administrator

3. **To maintain a comprehensive set of School records and documentation**
 - 3.1 Confidential filing and record keeping, including maintaining staff files
 - 3.2 Maintaining records and databases
 - 3.3 Developing and publishing committee and meeting information, including the school calendar

4. **Supporting line managers in the school in the range of people-management activities**
 - 4.1 Act as a liaison point with HR administration
 - 4.2 Support arrangements for staff recruitment
 - 4.3 Support for staff induction
 - 4.4 Arranging and recording appraisals and probation procedures
 - 4.5 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

SKILLS/ABILITIES

	Essential	Desirable
Excellent organisational skills	X	
Excellent written and verbal communication skills	X	
Ability to deal with a wide range of people	X	
A high degree of analytical and numerical ability	X	
The ability to maintain accuracy and attention to detail while doing routine work	X	
The ability to prioritise work to meet deadlines in a busy work environment	X	
A proactive approach to problem solving	X	
The ability to build rapport with colleagues across the University	X	
A high degree of IT literacy, with experience of Microsoft Word, Excel, Outlook, and remote working technologies	X	
Proficiency in using Oracle database and Cognos web reports		X
Excellent problem solving skills	X	
The ability to work proactively with minimal supervision	X	

KNOWLEDGE

	Essential	Desirable
Knowledge of GDPR and appreciation of the need to maintain	X	

confidentiality and keep data secure		
Knowledge of UKVI policies as they intersect with employment, or evidence of a willingness to learn	X	
Knowledge of the UK Higher Education environment		X

EXPERIENCE

	Essential	Desirable
Experience of providing PA support including diary management and servicing meetings and committees	X	
Experience of working in Higher Education		X
Experience of handling confidential data securely	X	
Experience of developing organisational processes and systems to ensure efficiency		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Efficient, resourceful and well-organised	X	
A high degree of personal initiative	X	
Approachable, warm and helpful demeanor	X	
Commitment to providing a high standard of service	X	
Commitment to confidentiality and data security	X	