

Advertisement

Post Title: Planning Administrator

School/department: University Operations & Strategic Planning

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: 7332

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

Placed on: 07 December 2021

Closing date: 19 January 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: As soon as possible

Our growing division of University Operations and Strategic Planning needs a team administrator to support the newly appointed Director and team members. We are looking for someone who:

- Enjoys being organised and planning ahead
- Is flexible and adaptable and looking for a varied role
- Has experience and good skills across a range of office systems and applications and is keen to develop.

Please contact Kay Jones (kay.e.jones@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 division of University Operations and Strategic Planning brings together a small central Planning team with the professional services colleagues working in academic Schools. Within that, the Planning team provides key data-driven insight and support to the University's Executive Group, Heads of Schools and Professional Services Directors.

3. Job Description

Job Description for the post of: Team Administrator

Department: University Operations and Strategic Planning

Location: Sussex House, University of Sussex

Grade: 4

Responsible to: Director of University Operations and Strategic Planning

Direct reports: N/A

Key contacts: Head of Planning, Heads of Professional Services, Planning Team members

Role description:

To have general responsibility for the administrative support for team activities including recruitment, finance and coordinating team activities.

PRINCIPAL ACCOUNTABILITIES

1. Provide administrative support to the Director and team members.
2. Take responsibility for specific projects or areas of work.

KEY RESPONSIBILITIES

- Maintain and coordinate diary for the Director of University Operations and Strategic Planning
- Assist in producing and maintaining information on the team webpages
- Make administrative arrangements for training, meetings and events including room booking, catering, travel and accommodation arrangements for staff
- Act as secretary for nominated meetings, encompassing drafting agendas, distributing papers, recording minutes for approval, distributing minutes and monitoring actions
- Support team members with project role and committee responsibilities: monitoring actions, scheduling meetings, preparing materials for meetings, maintaining an overview of committee reporting requirements (liaising with Governance colleagues)
- Collate and maintain appropriate data (e.g. Divisional Risk Register, QS Academic Reputation Survey, Planning round templates) in spreadsheets and other data tables, liaising with relevant team members
- Assist with staff recruitment: prepare job adverts, job descriptions and further particulars, letters of acceptance and standard contracts, collate applications and compile interview schedules
- Raise purchase orders and arrange payment of invoices on the Finance System, monitoring budget spend
- Manage data queries, monitoring the team email inbox, directing queries to the right place, monitoring timescales for responses and ensuring these are delivered in a timely manner
- 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.

4. 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 communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manage own workload – MS Suite, Box, Teams and Zoom – and confidence to learn new systems and skills.
6. Ability to deal with all levels of the organisation for sensitive and confidential issues, exercising tact, diplomacy and integrity at all times.
7. A high level of accuracy and meticulous attention to detail

DESIRABLE CRITERIA

1. Experience in a similar role.
2. Experience working in a university or similar environment.