1. Advertisement

Post Title: Head of School Coordinator
School/department: School of Life Sciences
Hours: full time hours (36.5). Requests for flexible working options will be considered (subject to business need).
Contract: up to one year maternity cover, expected end October 2023
Reference: 9465
Salary: starting at £23,144 to £26,396 per annum, pro rata if part time
Placed on: 14 December 2022
Closing date: 23 January 2023. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: As soon as possible

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 Amy Horwood (A.Horwood@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our vacancies page. Please ensure you evidence against all the criteria in the Person Specification on the ‘Additional information in support of your application’ page of your application form.

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 is the largest in the University in terms of research activity, with an annual research income of around £13 million. The School has a teaching and research faculty of around 90, over 140 research staff, and an administrative team of around 20. The School is structured into five Departments led by a Head of Department. These are Biochemistry & Biomedicine, Genome Damage and Stability Centre, Neuroscience, Evolution, Behaviour & Environment and Chemistry, working closely with the Sussex Drug Discovery Centre. The Head of School Professor Sarah Guthrie leads the Head of School Executive, which includes two Deputy Heads of School (one focussed on research and enterprise, the other on education), the School Administrator and the Director of Technical Services. Wider School organisation and administration is overseen by the School Management Committee, which includes the Heads of Departments and others in Directorship roles.

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 and the University supports the Trans Rights are Human Rights UK initiative. 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.

Please find further information regarding the school/division at:
http://www.sussex.ac.uk/lifesci/

3. Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Head of School Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Grade:</td>
<td>Grade 4</td>
</tr>
<tr>
<td>School/Division:</td>
<td>School of Life Sciences</td>
</tr>
<tr>
<td>Location:</td>
<td>JMS Building</td>
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<tr>
<td>Responsible to:</td>
<td>School Administrator/Head of School Team</td>
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<tr>
<td>Direct reports:</td>
<td>n/a</td>
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<tr>
<td>Key contacts:</td>
<td>Head of School, Deputy Heads of School, Senior Management Team (including Heads of Department), academic faculty</td>
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<tr>
<td>Role description:</td>
<td>Provides support to Head of School / Head of School Team, scheduling, correspondence and meetings.</td>
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PRINCIPAL ACCOUNTABILITIES

1. Calendar and diary management
2. Answering and directing telephone calls
3. Managing email inbox and sending responses
4. Coordinating schedules, meetings and appointments
5. Arranging travel and booking accommodation
6. Providing general administrative support
7. Preparing correspondence, reports and other documents
8. Liaising with colleagues and acting as a liaison point with HR administration
9. Greeting visitors
10. Attending meetings and recording minutes
11. Taking meetings and reporting back with actions
12. Maintaining records and databases
13. Arranging dinners, social events and public appearances
14. Producing timelines and reviews of projects

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

- The post holder reports to the Head of School, they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. 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 University'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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education.
2. Exceptional organisational and diary management skills.
3. High levels of flexibility and adaptability.
4. Flawless communication and presentation skills, both written and verbal.
5. Excellent telephone manner.
6. The ability to multitask and prioritise an everchanging workload
7. The ability to work under pressure and reach deadlines
8. Problem-solving and decision-making skills
9. The ability to work autonomously
10. The ability to determine which emails, reports, telephone calls, etc. need to be escalated and which do not
11. The ability to communicate with and present to senior leaders
12. The ability to build relationships at all levels across the University and with external contacts
13. Experience using the full Microsoft Office suite
14. Drafting, writing and research skills

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of supporting and servicing meetings (including preparing Committee agendas and writing minutes)
2. Experience of handling confidential data securely

DESIRABLE CRITERIA

1. Experience of developing organisational processes and systems to ensure efficiency
2. Experience of working in higher education