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**Support and Professional Services**

**Employability**

**Departmental Administrator**

**ZZ600925**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed term contract for 12 months (or the earlier return of the substantive post holder) to cover a period of maternity leave**

Salary is in the range £11,107 - £12,864 per annum (£22,214 - £25,728 per annum x 0.5 fte) and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 18.5per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Departmental Administrator |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:**  **Location:** | Employability  Purple Door |
| **Position Reference No:** | ZZ600925 |
| **Cost Centre:** | 46001 |
| **Responsible to:** | Head of Employability |
| **Responsible for:** | n/a |
| **Effective date of job description:** | August 2017 |

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| **Purpose of Job:** |
| The role is responsible for all administrative functions in relation to the Department of Employability, including premises, equipment, IT, HR and finance.  The main focus is on finance, working with E5, the university finance system. This will involve procurement, raising orders and invoices, keeping accounts and general financial management.  The role also involves providing administrative support to the Head of Department and taking Minutes at the monthly Departmental Meeting.  The Department of Employability is based within Purple Door; our overall aim is to support our students and graduates in obtaining graduate employment or accessing further study. |

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| **Key Responsibilities:** |
| 1. **Finance**    1. Administration and monitoring of the departmental budget, through the E5 Finance system, including all purchase orders and other financial transactions including completing the Year End Schedule    2. Complete, record and monitor spending through travel related FIN1s, etc, log expenditure under appropriate departmental cost codes prior forwarding FIN1’s to Finance for coding and processing for payment    3. Meet with RIS to monitor joint purchase and internal recharging    4. Meetings with the Finance Officer and the HOD to discuss the departmental budget and to monitor spend against allocations 2. **IT, Premises and equipment**   2.1. To act as the first point of contact for all Purple Door building maintenance issues, taking responsibility to resolve matters and inform all staff in Purple Door as required  2.2 Responsible for day to day operational issues within Purple Door and liaising with staff in Purple Door and in Estates, as required; this will include communal areas, sharing of storage space with RIS, staff desk changes, clear out days with Employability and cleaning issues  2.3 Named contacts and responsibility for the IT Managed Desktop Service     2.4. Produce an annual inventory of all equipment and work with the departmental Health and Safety Co-ordinators to ensure that all equipment meets university standards   1. **HR**    1. Responsibility for sorting out the Induction Programme for new members of staff including IT account, desk phone access, Staff Pass, name badge and to liaise with managers on the content of each individual programme   Ensure that staff HR Files are up to date and kept confidential   1. **Secretarial and administrative support**   4.1 Responsibility for all administrative work to support the Department of Employability.  Tasks will include :   * Maintaining an efficient office system * Distribute and co-ordinate incoming and outgoing mail * Work within the university EDM system * Responsibility for all stationary ordering and storage   4.2 Arrange meetings, copy documentation, minute and provide full administrative support for departmental meetings and individual meetings for the Head of Department  4.3. To fulfil other such tasks as may be reasonably required by the Head of Department |

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| **Working Relationships:** |
| Head of Department of Employability  Careers Manager  Information Manager  Recruitment Manager  Student Employment, Enterprise and Opportunities Manager  Graduate Recruitment and Consultancy Team  Finance Officer |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge of Microsoft packages, particularly Word, Excel and PowerPoint  Knowledge of computerised management information systems  Experience of working in a customer service environment  Experience of dealing with confidential information  Experience of taking minutes at meetings  Experience of diary management  Experience of monitoring a budget and working with complex financial systems  Experience of working in higher education or further education | E  E  E  E  E  E  E  D | AF, S & I  AF & I  AF & I  AF & I  AF, S & I  AF & I  AF & I  AF, S & I |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to deal with matters sensitively and to maintain confidentiality  Willingness to undertake a variety of routine but essential tasks  Excellent written and verbal communication skills and the ability to deal politely and effectively with staff, students and members of the public, in person, on the phone and via email  Excellent organisation skills and ability to prioritise tasks and to meet deadlines  Excellent interpersonal skills and able to build positive working relationships with a wide range of staff  Able to work independently and organise and manage own time and workload | E  E  E  E  E  E | AF & I  AF & I  AF, S & I  AF, S & I  AF & I  AF, S & I |
| **3.** | **Education &/or Training** |  |  |
|  | Minimum of 2 A levels or equivalent and GCSE pass at C or above in Maths and English, plus three other subjects | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to providing good customer service internally and externally  Highly motivated person who wishes to work in a team setting and with the ability to work without close supervision and with confidence | E  E | AF, S & I  AF, S & I |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; I = Interview; S = Selection Tasks

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) | X | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | XC | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) | X | 20. Small print/colour coding | X |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | JULIA HUGHES |
| **Date** | 31ST AUGUST 2017 |
| **Extension number** | 2690 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.