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**Faculty of Business and Law**

**Faculty Office**

**Faculty Support Administrator**

**ZZ004008**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed term (3 years)**

Salary is in the range £21,843 - £25,298 per annum 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 37per 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**

**JOB DESCRIPTION**

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| **Job Title:** | Faculty Support Administrator |
| **Grade:** | 4 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:**  **Location:** | Faculty Office  Richmond Building |
| **Position Reference No:** | ZZ004008 |
| **Cost Centre:** | 40000 |
| **Responsible to:** | Faculty Support Adviser |
| **Responsible for:** | N/A |
| **Effective date of job description:** | August 2017 |

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| **Purpose of Job:** |
| To support a variety of administrative activities undertaken by the Faculty office and general project-based work across the Business School as a whole.  The post-holder will work largely, but not exclusively, for the Faculty Support Advisor. In addition the role will support Heads (and Associate) Heads of Subject Groups in relation to workload planning data upload and systems maintenance. Support will also be provided in relation to quality enhancement evidential collection and standards monitoring arising from, and in support of, accreditation processes.  The role is intended to work flexibly and respond to administrative needs across the faculty as required. |

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| **Key Responsibilities:** |
| **Faculty and Premises**   * Undertaking administrative work in support of staff recruitment processes including preparation of advertisements; recruitment packs; arranging interviews and subsequent appointment administration * Maintaining faculty records in relation to post approvals, job descriptions and staffing. * Supporting the Team Leader in the booking of accommodation and ensuring appropriate risk assessments for hire are carried out. * Entering details of Estates works on the plan-on system and monitoring progress. * Acting as a point of liaison for the Caretakers and Estates Department in relation to Faculty property issues as required. * Supporting the work required on office moves and associated change.   **Senior Management**   * Provision of general administrative support to members of the Faculty Executive as required. * Undertaking projects and other work assignments from Heads of subject Group/HoSL * To provide administrative support to the Faculty Executive engaged in the implementation and delivery of the Faculty Strategic Implementation Plan and Key Performance Indicators. To monitor and progress and provide updates.   **Accreditation and Quality**   * Supporting accreditation and quality reviews including the collection/copying/collation of evidential material and the production/maintenance of reports, tables and statistical data. * Organising and supporting visits by mentors/peer review teams etc. * Production and distribution of briefing notes and requests for information. Maintaining monitoring and following up required information as necessary. * Taking notes of meetings and undertaking all follow-up actions required.   **Workload Planning**   * Working closely with Associate Heads and to be responsible for the checking and uploading of data to support the corporate Workload Planning System. * Making ongoing adjustments to the data in the light of new student numbers, changes in staffing and timetabling etc. * To liaise with Subject Group/Associate Heads and Faculty to clarify anomalies and clean the data. * To produce reports and summary information as necessary.   **Other**   * Providing administration support to the PBS Academic Assessment Lead for any cases of Assessment Offences within PBS. Organising and minuting meetings, communicating with students, academics and invigilators. * Supporting the planning and organisation of events in conjunction with other colleagues. * Supporting key student lifecycle events as required. For example: student registration; examinations and graduation. * To contribute, as directed, to meeting the objectives set out in the Strategic Implementation Plan. * Providing support to ad hoc working parties/groups required to take forward issues e.g. from the National Student Survey. * To comply with the University’s Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe practices to line management. * To support the University’s commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstance. * Any other tasks allocated by the Team Leader Faculty or Faculty Manager |

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| **Working Relationships:** |
| Faculty Support Advisor  Faculty Manager  Associate Heads of Subject Group  HR services  Estates  Accreditation Manager |

**2. PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Good knowledge of office systems, processes and of IT packages (including Microsoft word and excel) | E | AF, S |
|  | Arranging and supporting a variety of formal and informal meetings | E | AF, S |
|  | Experience of providing good customer service | D | AF, S |
|  | Knowledge and use of Web based information | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to empathise with, and support, students/staff enquiries and concerns | E | AF, S |
|  | Decision making skills and ability to research information for that purpose. | E | AF, S |
|  | Time management skills; ability to identify and agree appropriate timescales for co-ordinating activity and monitoring progress | E | AF, S |
|  | Attention to detail regarding relevant paperwork, data collection processes and the application of University procedures | E | AF, S |
|  | Ability to analyse and present data in a way that meets the needs of the audience | E | AF, S |
|  | Minute taking | E | AF, S |
|  | Strong interpersonal skills | E | AF, S |
|  | Problem solving ability and demonstrable use of initiative | E | AF, S |
|  | Ability to organise and support public events | E | AF, S |
|  | Accuracy in interpretation and uploading of data onto computer systems | E | AF, S |
|  | Trained Interviewer | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Minimum 4 GCSE’s including grade ‘B’ English and Maths | E | AF, S |
|  | 1st Degree | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to providing first class support to academic and business development activity. | E | AF, S |
|  | Commitment to working flexibly i.e. working in any area of the Business School where help is needed. Working ‘out of normal office hours’ as necessary. Working off site as appropriate. | E | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**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) |  | 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 (including lone working) | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 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)** | Tracy Audin |
| **Date** | 17/7/17 |
| **Extension number** | 4186 |

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.