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**Faculty of Technology**

**School of Engineering**

**Principal School Manager**

**ZZ601895**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £34,520 – £37,706 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.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

 <http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

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:** | Principal School Manager  |
| **Faculty:** | Technology  |
| **Grade:** | 7 |
| **School:****Location:** | School of EngineeringAnglesea Building |
| **Position Reference No:** | ZZ601895 |
| **Cost Centre:** | 41900 |
| **Responsible to:** | Faculty Manager |
| **Responsible for:** | School Administration team  |
| **Effective date of job description:** | August 2017  |

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| **Purpose of Job:** |
| The role holder will provide a comprehensive administrative support to the School of Engineering and will act as line manager to the administrative support staff within the School.The role holder will be part of the School Executive team, where they will strategically advise on all administration matters.The role holder will be responsible for a specific admin office within the faculty but may be required to move to an equivalent post within the faculty on occasion in order to respond to faculty priorities and needs. |

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| **Key Responsibilities:** |
| STUDENT ADMINISTRATION:* To ensure course enquiries for all courses are properly managed.
* To manage student registration and induction of all students within the school and assist with Faculty wide registration.
* To plan and control information systems and organise the preparation of data, in conjunction with the Faculty/Academic Registry, for inputting onto the Student Records system.
* To plan and co-ordinate examination and assessment arrangements, including the compilation of timetables, processing of entries, attendance at Boards of Examiners, arranging the appointment of External Examiners and notification of results*.*
* To organise and review with the Senior Faculty Administrator arrangements for graduation ceremonies and other matters to do with conferment of awards e.g. preparing lists, prizes.
* Knowledge and application of University Regulations to assist students and support academic staff throughout the year.
* To produce supporting documentation for student administration processes.
* To provide solutions to problems and provide instruction to staff regarding the administration of unique, non-standard courses which are not covered by standard regulations or pre-existing training. Requires liaison with broad range of staff from across the University.
* To attend meetings with external partners, outside of the University and represent theUniversity in matters of administrative processes. Required to convey the University rules and requirements to external partners from outside HE sector and with limited understanding of University procedures.

FINANCE:* To oversee and control the School admin budget(s)
* To oversee the processing of orders for materials, stationery and equipment, liaising with the Faculty Finance Office
* To review the financial reports including monthly and annual statements on income and expenditure, staff travel and salary claims to facilitate the process of budgetary control with the Faculty Finance Officer.
* To liaise with the Faculty Office/Estates Department to ensure the maintenance and upkeep of the school area office and equipment as required.

STAFFING:* To manage the provision of all secretarial and clerical support services within the School, including the effective delegation and timely completion of tasks within broad policy guidelines.
* To assist with the recruitment and appointment of staff deployed within the School, including part-time hourly paid lecturers.
* To co-ordinate the induction, probationary assessment and subsequent development and Personal Development reviews (PDR) of staff employed within the School.
* To be proactive in the identification of staff training needs and liaise with Faculty/Human Resources office over the nomination of individuals to attend development programmes.
* To ensure the provision of comprehensive secretarial support and minute taking service for the School, including word processing, printing and reprographics.
* To liaise and co-operate with administrators and staff in other Departments/Schools within the Faculty/University.

QUALITY ASSURANCE AND PROMOTIONAL ACTIVITIES: * To ensure that course approval and other appropriate documentation is prepared and forwarded for Quality Assurance, School Review and Boards of Studies meetings.
* To assist with the preparation for, and actively participate in, events such as external/professional accreditation and quality assessment visits and project days.
* To assist in the planning, co-ordination and provision of administrative support for the effective marketing of the various programmes, courses and activities provided by the School.
* To establish formal methods of monitoring the quality of services provided and to respond as necessary to any issues that may arise.
* To ensure office compliance with University policies and procedures including educating staff as to contents and whereabouts of said policies.

Any other duties as may reasonably be expected by the Faculty Manager.  |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Head/Deputy Head of School Associate Heads Academic Staff – All levels Faculty Manager Senior Faculty Administrators International Office IS Estates Human ResourcesAcademic Registry FinanceAdministrative Staff – within the School and other Departments  |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Understanding of the current priorities in Higher Education  | E | AF/S/P |
| 1.2 | Knowledge of University management information systems | E | AF/S |
| 1.3 | Experience of liaising with senior staff and external contacts | E | AF/S |
| 1.4 | Proven administrative experience of managing staff and teams | E | AF/S |
| 1.5 | Experience of working in a changing environment | E | AF/S |
| 1.6 | Experience in a busy office environment | E | AF/S |
| 1.7 | Experience of working in an academic department or school | D | AF/S |
| 1.8 | Understanding of the Quality Assurance processes within the University | D | AF/S |
| 1.9 | Experience of managing budgets  | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Excellent IT skills, including Word and Excel | E | AF/S |
| 2.2 | Ability to write reports and draft original documents | E | AF/S |
| 2.3 | Ability to prioritise and manage own time and that of others | E | AF/S |
| 2.4 | Ability to lead and manage a team(s) | E | AF/S |
| 2.5 | Financial skills | E | AF/S |
| 2.6 | Able to develop and maintain effective communication links and working relationships with others both within and external to the University | E | AF/S |
| 2.7 | Proven ability to understand and communicate complex procedures and processes and put these in place | E | AF/S |
| 2.8 | Ability to influence and persuade others  | E | AF/S |
| 3.1 | Degree or equivalent experiential knowledge | E | AF/S |
| 3.2 | Supervisory Management qualification.  | D | AF/S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Ability to deal diplomatically and sensitively with difficult situations and/or staffing problems | E | AF/S |
| 4.2 | Enthusiastic attitude; prepared to take on new tasks and be flexible in attitude to work | E | AF/S |
| 4.3 | Ability to plan and anticipate events | E | AF/S |
| 4.4 | Creatively seek ways to achieve continuous improvement  | E | AF/S |
| 4.5 | Motivation to take initiative and a desire to complete tasks  | E | AF/S |
| 4.6 | Required to use AV equipment and talk confidently in front of large audiences | E | AF/S |
| 4.7 | Committed team player and ability to lead teams | E | AF/S |
| 4.8 | Ability to work out of normal office hours and weekends | E | AF/S |
| 4.9 | Able to deal resiliently with high-pressure situations | E | AF/S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**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%2C164407%2Cen.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) XTo attend Exam Boards with partners etc.  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Line Manager/Supervisor to sign below:**

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| **Signed** | A Elliott |
| **Name (block capitals)** | ALISON ELLIOTT |
| **Date** | August 2017  |
| **Extension number** | 2349 |

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.