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**Support and Professional Services**

**Academic Registry**

**PRINCIPAL ADMINISTRATOR (PARTNERSHIPS)**

**(18 months fixed term contract)**

**ZZ004153**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £29,301 - £32,958per 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**

1. **JOB DESCRIPTION**

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| **Job Title:** | Principal Administrator (Partnerships) |
| **Grade:** | 6 |
| **Faculty/Centre:** | Support and Professional Services  Academic Registry |
| **Department/Service:**  **Location:** | Quality Management Division |
| **Position Reference No:** | ZZ004153 |
| **Cost Centre:** | 47300 |
| **Responsible to:** | Assistant Registrar (Partnerships), Quality Management Division |
| **Responsible for:** | Not applicable |
| **Effective date of job description:** | July 2017 |

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| **Purpose of Job:** |
| To facilitate and develop partnership contractual agreements and the effective operation and enhancement of business processes for partnership arrangements. In doing this to have particular regard for the rigour and quality of new and existing partnership agreements, timeliness of implementation and positive partnership interrelations. |

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| **Key Responsibilities:** |
| 1. To be an expert source of advice on the development of partnership agreements and business plans. 2. To support and lead colleagues and external third parties on the development and review of contractual agreements and business plans for partnership arrangements. 3. In liaison with the Assistant Registrar (Partnerships) develop and review contractual agreement templates and business plan templates. 4. In liaison with the Assistant Registrar (Partnerships) to undertake due diligence and other research activities of new partnerships, providing analysis and reports on findings to the Deputy Academic Registrar and senior management team. 5. To be an informed source of advice, guidance and support to colleagues and to external third parties on business processes and system usage in relation to partnerships. 6. To contribute to the recording, analysis, review and improvement of relevant business processes and documentation as required by the Assistant Registrar (Partnerships) particularly with a view to improving the effectiveness and the quality of information provided to students, colleagues, and external third parties through imaginative use of IT resources. 7. To assist in statistical reporting associated with partnerships. 8. To assist, as required by the Deputy Academic Registrar, in the servicing of committees and panels, in particular Collaborative Approval and Review events. 9. To work on occasion as part of other teams under a matrix management model as determined by the Deputy Academic Registrar. 10. To liaise professionally and constructively with colleagues throughout the University and with external third-parties in fulfilling the purpose of the job. 11. To work as a member of the teams of staff who support large-scale Registry organised events. 12. Other duties as the Assistant Registrar (Partnerships) or Deputy Academic Registrar may reasonably require. |

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| **Working Relationships:** |
| Working with and supporting:  **1** All academic and support colleagues in Academic Registry and faculties and departments  **2** Partner organisations and external agencies that work with the University  **3** Colleagues from professional services, particularly Finance, HR Services, International Office, Marketing |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Experience of administrative practices and working in a busy office environment | E | AF + I |
| 1.2 | Experience developing and working with contractual agreements | E | AF + I |
| 1.3 | Experience of working and communicating effectively with staff and third-parties at all levels | E | AF + I |
| 1.4 | Experience of financial business planning | D | AF + I |
| 1.5 | Experience of working with and nurturing client relationships | D | AF + I |
| 1.6 | Experience of student administration gained from working in a higher education setting | D | AF + I |
| 1.7 | Experience of analytical report writing | D | AF + I |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Excellent time management skills and able to meet deadlines | E | AF + I |
| 2.2 | Excellent IT skills, including spreadsheets, word-processing, databases (ideally Microsoft Office and Google Drive) and how to present data | E | AF + I |
| 2.3 | The ability to devise, adapt, review and follow clear procedures | E | AF + I |
| 2.4 | Excellent administrative skills including methodical approach to work with close attention to detail and maintain accuracy under pressure | E | AF + I |
| 2.5 | Excellent interpersonal and communication skills, both oral and written | E | AF + I |
| 2.6 | Excellent Customer support skills | D | AF + I |
| 2.7 | Sound Business Analyst Skills | D | AF + I |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | GCSE English and Maths grade C or above, or equivalent | E | AF |
| 3.2 | Degree or equivalent experience | E | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Commitment to the aims and values of the University | E | AF + I |
| 4.2 | Highly motivated, enthusiastic and customer focused | E | AF + I |
| 4.3 | Able to work on their own or as part of a team without close supervision and proven team player | E | AF + I |
| 4.4 | Willingness to understand and consider the views and perspectives of others when arriving at solutions and requirements | E | AF + I |
| 4.5 | Professional and flexible approach to work | E | AF + I |
| 4.6 | Positive attitude to staff and students | E | AF + I |
| 4.7 | Ability to work under pressure | E | AF + I |
| 4.8 | An appreciation of the academic ethos | D | AF + I |

**Legend** Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; I =Interview; 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,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) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 9. 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)  X | |
| 12. Food handling | | 24. Other (please specify)  X  International travel | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Rebecca Broome |
| **Date** | July 2017 |
| **Extension number** | 5119 |

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.