**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Administrator (DCQE) |
| **Grade:** | 4 |
| **Faculty/Centre:** | DCQE |
| **Department/Service:****Location:** | Mercantile House |
| **Position Reference No:** | ZZ602150 |
| **Cost Centre:** | 46501 |
| **Responsible to:** | Director |
| **Responsible for:** | N/a |
| **Effective date of job description:** | August 2017 |

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| **Purpose of Job:**  |
| To provide high level secretarial and administrative support to the Director of Curriculum and Quality Enhancement.To provide administrative support for the conduct of internal and external student surveysTo provide administrative support to the Department Manager and Administrative Officer.  |

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| **Key Responsibilities:** |
| **General secretarial and administrative responsibilities*** To provide high level secretarial and administrative support to the Director, including managing the Director’s diary and use initiative when prioritising activities and scheduling internal and external meetings.
* To prepare letters, reports etc. as required. Many of the matters handled will be of a confidential nature.
* To become familiar with the membership and function of University Committees and to assist the Director in collating papers and information for, and following up actions from, these Committees.
* To take responsibility for agreed promotional activities including gathering, collating and presenting materials for DCQE promotional publications, DCQE Learning and Teaching Briefing Notes and the DCQE generic webpages.
* To take responsibility for scheduling, advising on agendas/programmes, organisation and minute taking (when required) of agreed meetings (including the DCQE staff meetings) and act as meetings secretary for committees as agreed with the Administrative Officer.
* To manage the diaries of and provide administrative support to the Departmental Manager and Administrative Officer.
* To deputise for the Administrative Officer as required and when appropriate.

**Student survey responsibilities**To provide high level administrative support for the organisation and conduct of internal and external student surveys. Specifically:1. To take responsibility for liaising with PTES and PRES owners, managing staff and student communications, configuring the survey questions, managing the survey process and providing the owners with the final data
2. To take responsibility for the conduct of online surveys of collaborative partner students
3. Assist the Administrative Officer in ensuring that online and paper based unit and course surveys are conducted according to agreed protocols
4. To take responsibility for configuration and administration of bespoke unit and course surveys.
5. To assist configuration of the Quality Management Guidelines within Evasys.
6. As and when required issue access to Quality Management Views within Evasys and ensure that initial and any updated instructions are distributed to users. In addition, troubleshoot any queries arising from users.
7. To assist with producing summary Quality Management summary reports at faculty and departmental level.
8. Assist the Administrative Officer in the conduct of the National Student Survey
9. To carry out survey data extract, analysis, presentation and distribution as requested.

**Additional responsibilities*** To work flexibly as required as a member of the Departmental support staff team and to support the reception and general administrative function within the Department when required.
* To carry out such other duties as may be reasonably required by the Director, Department Manager or Administrative Officer.
* To demonstrate a commitment to the University’s Equal Opportunities Policies, together with an understanding of how it operates within the responsibilities of this post.
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| **Working Relationships:** |
| DirectorDepartment ManagerAdministrative OfficerAll DCQE Section HeadsOther members of the Administrative TeamUniversity-wide contacts as appropriate |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | A detailed knowledge of administrative systems within a large organisation. | E | AF, S |
|  | Experience of working in a busy customer focused office. | E | AF, S |
|  | Experience of diary management. | E | AF, S |
|  | Experience of maintaining effective systems (electronic and manual). | E | AF, S |
|  | Experience of arranging meetings, including generation of agendas, minute taking and following up agreed actions. | E | AF,S |
|  | Experience of working in education, health service or similar environment. | E | AF, S |
|  | Experience of supporting the work of groups or project teams. | E | AF, S |
|  | Extensive experience of using complex online systems to gather feedback such as Survey Monkey | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent IT skills including the use of word processing, spreadsheets, databases and electronic mail | E | AF, S |
|  | Ability to manipulate data on spreadsheets and databases. | E | AF, S |
|  | Excellent organisational skills, including ability to prioritise own work. | E | AF, T |
|  | Excellent written and verbal communication skills, including a good telephone manner. | E | AF, S, T |
|  | Good interpersonal skills with people of all levels. | E | AF, S |
|  | Ability to draft correspondence. | E | AF, T |
|  | Ability to develop and maintain effective communication links and working relationships with staff/students within the Department and across the University. | E | AF,S |
|  | Ability to take initiative and work independently. | E | AF, S |
|  | Excellent minute taking skills.  | E | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Educated to A level standard or equivalent | E | AF |
|  | Good literacy and numeracy skills | E | AF, S |
|  | RSA stage II word processing or equivalent experience. | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | High level of accuracy in all aspects of work | E | AF, S |
|  | Willing to work flexibly in terms of tasks and time. | E | AF, S |
|  | Committed to creating a friendly and welcoming environment. | E | AF, S |
|  | Happy to work as part of a team. | E | AF, S |
|  | Willing to attend training as required. | E | AF, S |

**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%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
 | 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 radiatio
 | 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)** | Aaron Sayers |
| **Date** | Sep 2017 |
| **Extension number** | 3232 |

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.