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**Faculty of Science**

**Faculty Office**

**Faculty Administrator (International)**

**ZZ004274**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed-term/Secondment contract to 30 September 2018**

**Part-time (18.5 hours per week)**

Salary is in the range £9,652 - £10,792 per annum (£19,305 - £21,585 per annum x 0.50 fte) 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 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.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

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:** | Faculty Administrator |
| **Grade:** | 3 |
| **Faculty/Centre:** | Science |
| **Department/Service:****Location:** | Faculty OfficeSt Michaels Building |
| **Position Reference No:** | ZZ004274 |
| **Cost Centre:** | 44050 |
| **Responsible to:** | Faculty International Officer / Faculty Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

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| **Purpose of Job:** |
| To provide a secretarial and administrative role to the Faculty International Coordinator, providing support with financial transaction processing using the University’s accounting system and general administrative support. |

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| **Key Responsibilities:** |
| 1. To provide administrative support to the Faculty International Officer in arranging meetings, minuting meetings, diary management, dealing with phone calls, correspondence, receiving visitors, organising travel.
2. To assist with administration of marketing and recruitment activities with key stakeholders within the faculty and international office.
3. To provide financial administrative support to the Faculty International Coordinator in processing day-to-day financial forms and transactions, to include raising purchase orders, booking travel, processing expenses and travel claim forms.
4. To provide general administrative support, including collating information, arranging meetings and responding to queries from contacts overseas.
5. To assist the Faculty student recruitment team at peak periods and during staff absences. To include answering telephones, e mail response, file management, distributing mail. To provide information and guidance on application processes to prospective students, parents and staff, via telephone, email and personal enquiries for postgraduate and undergraduate international students.
6. To assist with catering for all visits including providing local refreshments and ensuring all offices/areas are left tidy.
7. Any other duties as required by Faculty International Coordinator.

**Additional expectations of the role holder:**1. To communicate with team members and liaise and network with relevant others, to ensure effective working relations
2. To solve basic problems that occur applying knowledge of subject area
3. To participate in performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims.
4. 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 circumstances to line management.
5. 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 circumstances.

Such other duties as may reasonably be required by the Faculty International Officer / Faculty Manager.  |

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| **Working Relationships:** |
| Reporting to: Faculty International CoordinatorWorking closely with Faculty Administrative team and the Faculty Student Recruitment TeamWorking with International Office colleagues and department international representativesLiaising with Marketing and Communications DepartmentLiaising with other colleagues from Faculties, Schools and Departments across the UniversityExternal stakeholders such as international agents |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience in an office customer service related environment. | E | AF, S |
|  | Experience of working with finance procedures including invoice processing.  | E | AF, S |
|  | Experience of diary management. | E | AF, S |
|  | Administrative experience in Higher Education, including knowledge of the Higher Education business cycle. | D | AF, S |
|  | Student Record/Admissions Plus Databases. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent interpersonal and communication skills with the ability to work effectively with a variety of people across levels and cultures. | E | AF, S |
|  | IT skills including familiarity with word-processing, database and spreadsheet packages, e-mail, web browsers, mail merge and electronic diary management. | E | AF, S |
|  | Ability to multitask. | E | AF, S |
|  | Ability to prioritise different tasks and to work to strict deadlines, strong time management skills. | E | AF, S |
|  | Efficiency, accuracy and strong attention to detail. | E | AF, S |
|  | Organisational abilities. | E | AF, S |
|  | Organising meetings, including taking and writing minutes. | E | AF, S,  |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | A levels or equivalent. | E | AF |
|  | GCSE qualifications to include Maths and English at Grade C or above. | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Flexible working attitude including occasional evening and weekend work. | E | AF, S |
|  | Reliability. | E | AF, S |
|  | Enjoy working with people from culturally diverse backgrounds. | E | AF, S |
|  | Desire to provide excellent customer service. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview T = 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
 | √ | 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)** | NICOLA NOYCE |
| **Date** | 19/10/2017 |
| **Extension number** | 3004 |

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