Administrator
Department of Biology

Closing date: 21 July 2017
Interview date: 2 August 2017
Vacancy reference: 5866
INTRODUCTION

As part of the reorganisation in Biology, the intention is to bring together current administrative support into one central departmental "hub". This Department Management Team (DMT) Hub will provide the following:

- HoD PA support
- Human Resource Management
- Administrative support to DMT members
- Administrative support to senior academic staff members as agreed by HoD
- Administrative support for allocated "satellite units" as agreed by HoD
- Support to alumni and PR events for the Department (that do not fall within student and academic services)
- Social media support on behalf of the whole Department (in collaboration with the Student Engagement Manager)
- Office duties (such as, but not limited to, stationery ordering, photocopier maintenance and catering)
- Provide cover for other areas if there is a staffing shortfall (eg: student support, infrastructure, research units)
- Department Committees
- Research seminars
JOB DESCRIPTION

Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of an administrative service provided by the DMT Hub for the Department of Biology.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Apply a good working knowledge of departmental/service administrative systems to answer queries and resolve problems from colleagues and external customers

- Contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.

- Analyse, manipulate and interpret information in order to compile detailed summary reports and communications

- Provide effective and efficient administrative/secretarial support to senior colleagues, including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events. This includes providing cover/support for other areas of the department/wider organisation.

- Produce departmental/service-related documentation using different media, eg, newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, social media content etc

- Contribute to the development and delivery of a programme of events; assist in organising/providing full administrative support to all aspects of key note visits, meetings, workshops, conferences and other events, including research seminars, alumni and PR events

- Maintain the department/service website/webpages and update content as required

- Process invoices and orders, making effective use of departmental/university financial administrative process as required, and monitor spend against a budget

- Act as secretary to meetings/committees as required.

- Efficient administration of the full life cycle of visitors/staff within Biology, including ownership of recruitment, monitoring fixed-term contracts, leavers, processing casual workers (including undertaking right to work in the UK checks) and visitor associate agreements.

- Ensuring all staff/electronic/other files are kept up-to-date, working in an open and transparent way with the rest of the Hub

- General office duties such as, but not limited to: ordering stationary, photocopier maintenance, catering

- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>Grade 4; £20,624—£23,879 a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of work</td>
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<td>Based at</td>
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# PERSON SPECIFICATION

## Qualifications

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Essential</td>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
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<tr>
<td>Desirable</td>
<td>Computer Literacy And Information Technology (CLAIT) level 3, European Computer Driver's Licence (ECDL) qualification, or equivalent experience</td>
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## Knowledge

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<tr>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
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<td>Knowledge of office accounting processes</td>
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<tr>
<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint, Google packages and online media</td>
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<td>Knowledge of development of content for social media platforms in a professional capacity</td>
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<tr>
<td>Knowledge of Data Protection and confidentiality</td>
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<td>Knowledge of HR processes and relevant legislation</td>
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## Skills, abilities and competencies

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<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create &amp; maintain web pages and online media</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
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<tr>
<td>Numeracy &amp; literacy skills with the ability to monitor expenditure against a financial account/budget and maintain a petty cash system</td>
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<tr>
<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
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<td>Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences</td>
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<td>Ability to monitor income and expenditure against a budget, and maintain accurate records</td>
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<tr>
<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
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<tr>
<td>Ability to effectively allocate work and check the work of an administrative colleague, ensuring required service standards and deadlines are met</td>
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## PERSON SPECIFICATION

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<th>Ability to handle confidential/sensitive information</th>
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<tr>
<td>Able to create/maintain web pages and online/social media</td>
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### Experience

| Experience of working in an administrative role in a busy office within a large complex organisation | Essential |
| Experience of analysing data and presenting summary information in a clear and concise format | Essential |
| Experience of organising events & meetings | Essential |
| Experience of providing an excellent standard of customer service | Essential |
| Experience of writing content for communication materials, eg flyers, brochures, web pages | Essential |
| Experience of using social media to promote events/activities | Essential |

### Personal attributes

| Able to work as a member of an immediate and wider team | Essential |
| Highly organised and able to work flexibly, under pressure and to tight deadlines | Essential |
| Able to work in an open and transparent way with colleagues | Essential |
| Willingness to undertake relevant training as appropriate | Essential |
| Enthusiasm to support other areas of the department as required | Essential |
| Recognises the need for change and is forward looking. Promotes the benefits of change to others and regularly comes up with new ideas. Has the willingness to adopt new ways of working and to make improvements. | Essential |
Following the 2014 REF the Department of Biology at York has again been placed in the Top 10 in the UK. It is 1st for impact outside academia - our research has had major influence on environmental policy, industry and health. This demonstrates our strengths across the biological sciences: from ecology to biochemistry, biotechnology and biomedical sciences.

In terms of teaching, Biology at York ranks consistently in the top 5 across the major UK University league tables, with - for example - fourth place in the Complete University Guide in both 2015 and 2016.

The Department of Biology covers the spectrum of contemporary biological sciences with no internal barriers, and collaboration within the Department is strongly encouraged. Our Department comprises approximately 65 academic staff, 95 research associates, 170 support (technical, professional and administrative) staff, 180 graduate students, and approximately 863 undergraduates. Several senior positions are funded by charities or industry.

The Department has successfully continued to establish new laboratory space and refurbish our existing space. For example, a £22M building complex, designed for the delivery of 21st Century teaching and learning, has recently opened with competitive funding from HEFCE and the University of York.

The Department of Biology operates a set of family-friendly policies and welcomes applications that are made on a part-time and job share basis. We will do our best to accommodate such requests where possible.

Staff working patterns are flexible and a formal flexitime system is in operation in the Department. We provide support and advice for staff taking maternity, paternity, adoption and parental leave, and the University has a nursery and a Child Care voucher scheme.

The Department strives to address gender inequalities and ensure that there is a culture that supports equality and encourages better representation throughout the department. Support for women at all stages of their career is recognised as being extremely important.

For further information please refer to our information on Athena Swan

Further information about the department is available at: http://www.york.ac.uk/biology/
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2016 it is the centre for almost 16,000 students across more than 30 academic departments and research centres. In over 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

The University has consistently been recognised as one of the leading Higher Education Institutes and is one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

We are proud of our association with Athena SWAN, holding ten awards in support of women in science, with gold awards for Chemistry and Biology as well as a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th on the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. With a compact and easy to get around design, York enjoys a safe, friendly atmosphere. The campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning space, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing all staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit Rewards Extra.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 5866
- Complete the online application form

You will need to submit your completed application by midnight (GMT) on 21 July 2017

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Ellie Purser, Administration Manager – E: ellie.purser@york.ac.uk T: 01904 328757. Alternatively, you can email biol-personnel@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835