Centre Administrator
Centre for Renaissance and Early Modern Studies

Closing date: 24 October 2017
Interview date: Week commencing 13 November 2017
Vacancy reference: 6093
INTRODUCTION

The Centre for Renaissance and Early Modern Studies (CREMS) requires a part-time administrator. The Centre Administrator is a key member of staff in this interdisciplinary centre. The post holder is a key point of liaison between staff and students and also between the Centre, the wider University and the outside world. A high level of diplomacy, attention to detail and decision-making expertise is required in order to help maintain and develop the Centre’s national and international profile. This includes working collaboratively with colleagues from a wide range of departments as well as the Centres for Medieval Studies (CMS), Eighteenth Century Studies (CECS) and Modern Studies (CModS), the Borthwick Institute for Archives, York Minster Library and the Institute for the Public Understanding of the Past. Excellent communication skills are also important in managing external partnerships, such as those with the National Centre for Early Music, the Yorkshire Country House Partnership, the University of Nebraska Lincoln, and McGill University.

The main responsibilities of this post include academic administration, financial management; working with the University’s Marketing team in publicising the Centre and maintaining the dynamic web and social media presence of the Centre; taking a lead role in administering and publicising the academic programme for the CREMS MA, including updating the handbook and other documentation and liaising with the external examiner, and ensuring that all work complies with Centre requirements and University regulations and procedures.

Because of the requirement for the post holder to access student data, we cannot consider applications from current students at the University of York (or those who plan to take up a course of study at the University).
Main purpose of the role

To undertake a wide range of administrative services and functions across the Centre for Renaissance and Early Modern Studies in order to ensure that teaching and research activities are supported efficiently and effectively. These include:

- **Academic Administration** - The academic administration of the MA in Renaissance and Early Modern Studies, including dealing with a large number of sometimes complex systems and University regulations. This involves liaising with the appropriate University support services and staff in the relevant academic departments to perform tasks such as marketing and preparation of information for applicants, responding to queries from potential students, processing applications, organisation of induction week, registering and welcoming students, managing student records, updating the Centre’s student handbook, monitoring Tier 4 visa holding students, assisting with the set up and timetabling of modules, managing electronic coursework submissions and the marking process, budgeting and organising field trips and other graduate activities, liaising with internal and external examiners, processing final awards and keeping in touch with alumni. The post holder is also the disability officer for CREMS, advising on Student Support Plans and dealing with any related issues.

- **Web Officer and Departmental Computing Officer for the Centre** - This involves working with the University’s Marketing team in maintaining the dynamic presence of the Centre both on the web and social media; ordering, installing and troubleshooting IT equipment; and overseeing the loan of laptops and equipment to students and staff. The post holder is also responsible for maintaining content for the Centre’s website and associated online materials.

- **Financial Administration** - The post holder provides assistance with all aspects of the Centre’s finances, including budgeting and monitoring of the Centre’s finances, authorising payments, monitoring expenditure against budget, and liaising with the Finance department to prepare financial reports for the CREMS steering group and Heads of the departments who contribute to the Centre. The post-holder will provide advice on various matters relating to the Centre’s finances, referring them to the Centre Director where appropriate. The post holder also assists with the setting up and monitoring of small research bursaries.

- **Conference and events administration** – The post holder will organise at least two CREMS conferences a year and in addition will monitor and give advice to students organising postgraduate conferences. For postgraduate conferences the post holder will be expected to authorise the amount of money to be spent on publicity material and speakers’ expenses, and closely supervises the finances, making sure that clear records are kept. For Centre conferences the post holder’s duties include:
  - Attending and contributing to conference planning meetings.
  - Identifying venues and negotiating hire charges.
  - Deciding, in liaison with conference organisers, on the amount to charge for registration fees, etc.
  - Recruiting, training and supervising student helpers to staff registration desk, help with directions and refreshments.

The post holder also administers the Centre’s programme of research seminars, liaising with programme coordinator/s and Chairs, as well as with a wide range of prestigious external speakers.

- **Trips** - The post holder will organise field trips, archive / library visits and other academic trips.

- **Office and equipment arrangements** – The post holder is responsible for maintenance and repair of equipment.
and offices including replacement of equipment and furniture and ensuring regular access times for staff, students and other stakeholders, and must be aware of Health and Safety requirements.

♦ Supporting the Centre’s Academic Community – The post holder is a key point of contact between academic staff, research and taught students and external collaborators. This involves written, face to face and telephone communications. In addition the post holder is required to:

◊ Supervise student-run events (e.g. student conferences, Cabinet of Curiosities).

◊ Advise staff regarding cost-effective travel and accommodation for research trips, fieldwork etc.

◊ Advise and instruct staff on the use of equipment and computing matters.

◊ Advise staff and students with regard to admissions procedure, assessment and examination procedures, health and safety and other university regulations and practices.

♦ Temporary staff - In consultation with the CREMS director, recruit, train and supervise the work of temporary clerical, secretarial and specialist assistants.

♦ Facilitating International partnerships - The role holder will help to manage communication with partner institutions and will provide support to visiting students and fellows.

Key responsibilities

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

♦ Make an active contribution to the evolving culture of the Centre

♦ Act as a point of reference and provide information and guidance on defined processes and procedures to internal and external customers

♦ Monitor the Centre's financial accounts and budgets. Write formal reports for the Centre Director and Steering Group, which may include reports on topics such finances, staff performance and service development.

♦ Oversee the production of a wide range of documentation and promotional media in both electronic and hard copy formats in consultation with colleagues in other departments

♦ Working with the University’s Marketing Team, maintain the Centre’s website, providing information to prospective/present staff and students

♦ Check the consistency of information for publicity materials

♦ Work with the appropriate support services to produce all of the Centre’s operational documentation, such as handbooks, syllabus documents, course materials, publicity and marketing materials
## PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include three good passes at A level, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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### Knowledge

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<th>Essential / Desirable</th>
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<tr>
<td>A thorough knowledge and understanding of the principles of service provision and office management and administrative systems and functions within a large, complex organisation</td>
<td>Essential</td>
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<td>Detailed knowledge of managing a small budget, authorising expenses and reporting on expenditure against the budget</td>
<td>Essential</td>
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<td>Thorough knowledge of all Microsoft Office applications</td>
<td>Essential</td>
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### Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Ability to review procedures and processes, ensuring they are fit for purpose and maximise efficiency, make recommendations for improvements as identified and implement agreed changes</td>
<td>Essential</td>
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<td>Ability to manage a small service-related budget and associated accounts and write financial reports and produce management statistical information/data as required</td>
<td>Essential</td>
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<td>Ability to write clearly, concisely and persuasively, for reports and publications (including online publications)</td>
<td>Essential</td>
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<td>Strong IT skills: including word processing, email, web page maintenance, expertise in manipulating databases and spreadsheets, establishing and managing online information</td>
<td>Essential</td>
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<td>Excellent oral and written communication skills, with the ability to provide information and guidance on defined processes and procedures to internal and external contacts</td>
<td>Essential</td>
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<td>A high degree of attention to detail</td>
<td>Essential</td>
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### Experience

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<td>Experience of working in a senior administrative role in a large organisation</td>
<td>Essential</td>
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<td>Experience in writing service-related reports for managers, which may include reports on finance, staff performance and service development</td>
<td>Essential</td>
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<td>Experience of working in a Higher Education environment</td>
<td>Desirable</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<td>Demonstrable ability to work as part of a team</td>
<td>Essential</td>
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<td>Organised and flexible, able to prioritise and produce work to a high standard with attention to detail</td>
<td>Essential</td>
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<td>Demonstrable initiative</td>
<td>Essential</td>
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<td>Highly motivated, able to work independently with the minimum of supervision or as part of a team</td>
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<td>Ability to deal with confidential matters and act with discretion</td>
<td>Essential</td>
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<td>A polite and efficient manner, and ability to maintain a professional tone in all spoken and written communications</td>
<td>Essential</td>
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From its inception in 2005, the Centre for Renaissance and Early Modern Studies (CREMS) has provided a forum and focus for multi- and interdisciplinary work in the Humanities, dealing with the period c.1450–c.1700. Its parent departments are English, History, History of Art and Archaeology and it comprises more than forty academic staff and their postgraduates drawn from ten leading departments at York.

CREMS offers an annual programme of seminars, conferences and public lectures and runs its own interdisciplinary taught MA in Renaissance and Early Modern Studies, as well as supporting the MAs in Renaissance Literature (Department of English) and Early Modern History (Department of History). The Centre provides a stimulating interdisciplinary environment for students taking postgraduate research degrees within the period and welcomes visiting academics.

CREMS is part of the Humanities Research Centre (HRC) in the purpose-built Berrick Saul Building at the heart of the University campus. The HRC is a hub for collaboration between scholars of different disciplines and provides unrivalled facilities for postgraduate study with dedicated space for research students, seminar and meeting rooms, a state-of-the-art lecture theatre, and informal meeting areas and coffee lounges.

CREMS collaborates actively with the Centres for Medieval Studies (CMS), Eighteenth Century Studies (CECS) and Modern Studies (CModS) at York, and enjoys close connections with the Borthwick Institute for Archives, York Minster Library, the Institute for the Public Understanding of the Past, the National Centre for Early Music and the Yorkshire Country House Partnership.
The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and 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.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and 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 for 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. York enjoys a safe, friendly atmosphere with facilities including 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 spaces, 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 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 our employee benefit pages.
THE CITY AND THE REGION

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](https://jobs.york.ac.uk)
- Find this job using reference 6093
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 24 October 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 Caroline Edwards at caroline.edwards@york.ac.uk

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

recruitment@york.ac.uk

+44 (0)1904 324835