Academic Administration Administrator
Department of Computer Science

Closing date: 9 November 2017
Interview date: 29 November 2017
Vacancy reference: 6098
INTRODUCTION

The Academic Administration Administrator supports the primary functions of the team which includes ensuring efficient and effective support to academic staff and students (UG, PGT and PGR). The post holder will work broadly to the needs of service, in all aspects of academic administration.

The Academic Administration Administrator is part of the Academic Administration team, reporting ultimately to the Academic Administration Manager.

The role holder may be required to work evenings or weekends at busy times of the year to support the needs of the department.
Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of an administrative service for a Department of Computer Science

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
- Act as PA and manage the diary for a line manager or area of service; typically acting as a point of contact, arranging internal and external meetings and making travel/accommodation arrangements
- Produce departmental/service-related documentation using different media, eg, newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, etc
- Assist in organising all aspects of key note visits, meetings events, workshops, and conferences
- Monitor income/expenditure against a service-related budget; manage and maintain a relational database(s)
- Maintain the department/service website/webpages and update content as required
- Assist in the preparation of relevant department/service documentation and processes, including timetable, assessments and examinations; ensure the timely dissemination of information to the appropriate people
- Process invoices and orders, making effective use of departmental/university financial administrative process as required
- Supervise the work of an administrative colleague, allocating and checking work as required
- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder
# PERSON SPECIFICATION

## Qualifications

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<thead>
<tr>
<th>Essential / Desirable</th>
<th>Qualifications</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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<td>Desirable</td>
<td>Advanced ECDL (or equivalent)</td>
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## Knowledge

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<th>Essential</th>
<th>Knowledge</th>
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<tr>
<td>Essential</td>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
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<td>Essential</td>
<td>Knowledge of office accounting processes</td>
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<td>Essential</td>
<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint and online media</td>
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<tr>
<td>Essential</td>
<td>Comprehensive knowledge of SITS (University of York’s student record system) and its web portal e:Vision (or equivalent student record system)</td>
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## Skills, abilities and competencies

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<tr>
<th>Essential</th>
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<tr>
<td>Essential</td>
<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>Essential</td>
<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
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<td>Essential</td>
<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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<td>Essential</td>
<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
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<td>Essential</td>
<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
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<td>Essential</td>
<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>Essential</td>
<td>Ability to monitor income and expenditure against a budget, and maintain accurate records</td>
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<td>Essential</td>
<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>Essential</td>
<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>Experience</th>
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<tr>
<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Able to work as a member of a team</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
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<td>Attention to detail and commitment to producing high quality work within tight and competing deadlines</td>
<td>Essential</td>
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<td>Willingness to learn new skills and use new tools as technology advances</td>
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<td>Positive and professional attitude</td>
<td>Essential</td>
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THE DEPARTMENT

The Department of Computer Science has a very strong international research record. The Research Excellence Framework (REF) 2014 results ranked York's Computer Science 7th overall in the UK, 5th for impact and 6th for environment. 90% of our REF submission was rated as "world leading" or "internationally excellent". This result confirms the longstanding global reach and real-world significance of our research and makes us one of the best departments in the country for nurturing excellent research and achieving economic, social and cultural impact from research. The Department has strong and long-standing links with industry and is highly regarded for its Continuing Professional Development (CPD) courses.


The Department is housed in purpose-built accommodation within the Heslington Campus East. The Department has 55 members of academic and teaching staff and 28 research associates and fellows employed on research grants and contracts. Seven specialist teaching staff deliver modules to industry as part of our highly regarded CPD programme in safety critical systems.

We have a vibrant graduate school of approximately 160 research students, and around 550 undergraduate and 220 full-time and part-time taught postgraduate students. The professional support team comprises 24 administrative staff and 12 technical and computing staff.
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.
THE UNIVERSITY

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 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 6098
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 9 November 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 debra.lashua@york.ac.uk

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

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