PA to Head of Department
Department of Computer Science

Closing date: 24 November 2017
Interview date: w/c 11 December 2017
Vacancy reference: 6194
INTRODUCTION

This role will provide full PA support to the Head of Department, managing the conflicts on their time and the balance between their responsibilities as HoD and as head of a research group. The post holder will also provide administrative support to the Deputy Heads of Department, as well as providing full support to the Senior Management group.

The role requires a level of initiative and sound judgement, diplomacy and the ability to liaise with people at all levels both within and outside the University. Excellent IT skills, attention to detail, good interpersonal and organisational skills, working within a team and the ability to work under pressure are essential.
Main purpose of the role

To provide full PA support to the Head of Department and the Deputy Heads of Department (Research and Teaching).

Key responsibilities

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

- Manage and maintain a very busy electronic shared diary, resolving diary conflicts using own initiative
- Arrange extensive national and international travel, including visa applications and risk assessments
- Liaise with students and staff at all levels within the Department and University
- Operating a bring-forward system, noting time-critical documents and appointments
- Act as a point of reference and provide information, advice, guidance and support for students,
- Disseminating information to appropriate members of Academic and Administrative staff
- Arranging meetings, seminars and workshops internally and outside the University
- Preparing agendas for meetings, collating papers, taking and circulating minutes
- Dealing with all forms of correspondence, including writing letters of invitation and visa support letters on behalf of HoD
- Interacting with representatives from industry,
- Assisting the HR Coordinator with a number of administrative services eg staff recruitment, managing staff contracts including using the Department’s confidential staff database, updating the staff handbook, working with relational databases for recording, extracting and maintaining data.
- Assessing the importance of enquiries and taking the appropriate action
- Purchasing of goods and services on behalf of HoDs, including responsibility for reconciling monthly charge card statements
- Manage the annual Performance Reviews process for all staff in the Department
- 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
- Produce departmental/service-related documentation using different media, eg, newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, etc

JOB DESCRIPTION

At a glance

Salary £20,989—£24,285 per year

Hours of work 37 Hours per week

Contract type Open contract

Based at Heslington East Campus

government bodies, institutions, and other universities.
## PERSON SPECIFICATION

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<th>Essential / Desirable</th>
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### Qualifications

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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

**RSA III Word Processing, equivalent qualification or appropriate experience, (Advanced ECDL)**

### Knowledge

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Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation

Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint and online media

### Skills, abilities and competencies

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IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create & maintain web pages and online media

Ability to communicate effectively with a wide range of people, orally and in writing

Numeracy & literacy skills with the ability to monitor expenditure against a financial account/budget and maintain a petty cash system

Competent in the design and production of a range of information and promotional documentation and literature

Ability to prepare agendas and take & transcribe minutes

Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences

Ability to monitor income and expenditure against a budget, and maintain accurate records

Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines

Proven ability to use planning and organisational skills and to produce accurate work, to tight deadlines, with minimum supervision
# PERSON SPECIFICATION

## Experience

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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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<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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| Previous experience of working in an administrative role within a Higher Education environment | Desirable             |

## Personal attributes

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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>
<td>Essential</td>
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<tr>
<td>Proven ability to use initiative and to work proactively under pressure and to tight deadlines.</td>
<td>Essential</td>
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<td>A willing, flexible and adaptable approach to new tasks/areas of work and to acquiring additional IT skills (for which training will be provided)</td>
<td>Essential</td>
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The Department of Computer Science is part of the Sciences faculty. Their finances are co-ordinated by a management accountant responsible for three departments, one of which is Computer Science. Assistance is provided by a further faculty accountant. The faculty finance assistant role will form part of a small dedicated operational team based within the Computer Science department, working alongside the department finance and travel assistant.

The Department of Computer Science (www.cs.york.ac.uk/) 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 per cent of our academic staff were rated as “world leading” or “internationally excellent”.

This result confirms the long-standing global reach and real-world significance of our research and makes us one of the best departments in the country for nurturing excellent research by staff and research students alike. All aspects of our impact and environment were judged to be of world-leading or international standard.

The Department has strong and long-standing links with industry and is highly regarded for its CPD courses. It has strategic partnerships with several large companies including IBM and QinetiQ, and we deliver our CPD courses to safety engineers around the world.

The Department currently comprises ten large research groups: Advanced Computer Architectures, Artificial Intelligence, Computer Vision, High Integrity Systems Engineering, Human-Computer Interaction, Enterprise Systems, Non-Standard Computation, Programming Languages and Systems, Real-time Systems and the new York Games.

The Department is housed in purpose-built accommodation within the new Heslington East campus, including a specialist CPD suite designed to deliver our intensive one-week courses. The Department currently has 54 members of academic and teaching staff including seven members of the CPD teaching team. About 40 research associates and fellows are employed on research grants and contracts and we have a vibrant graduate school of approximately 130 PhD students. Each year we have around 400 undergraduate and 100 full-time and part-time taught postgraduate students. The support team comprises 22 administrative staff and 13 technical and computing staff.
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 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 6194
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 24 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 sarah.christmas@york.ac.uk

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

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