Undergraduate and Taught MSc Coordinator

Department of Electronic Engineering

Closing date: 14 December 2017
Interview date: 9 January 2018
Vacancy reference: 6232
INTRODUCTION

Reporting to the General Office Manager, to provide administrative support for all aspects of Undergraduate and Taught MSc Degree Programmes within the Department and all related academic support matters. Secretary to several key Departmental Committees and providing administrative support to members of academic staff within the department.

You will work closely with the Department Manager, the Chair of the Departmental Board of Studies, Chair of the Departmental Teaching Committee, Chair of the Exceptional Circumstances Committee and the Project and Programme Coordinators.
**Main purpose of the role**

To carry out a range of administrative processes in order to support students and facilitate the smooth running of the undergraduate and taught MSc degree programmes within the department.

**Key responsibilities**

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

- Apply a good working knowledge of departmental 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
- Provide a full range of administrative support for all departmental degree programmes and student support.
- Produce departmental 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 webpages and wiki pages and update content as required
- Assist in the preparation of relevant department documentation and processes, including timetable, assessments and examinations; process special cases and exceptional circumstances paperwork; ensure the timely dissemination of information to the appropriate people
- Deputise for other team members as appropriate
- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder

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**JOB DESCRIPTION**

At a glance

| Salary      | £20,989 a year |
| Hours of work | 37 a week |
| Contract type | Open |
| Based at     | The University of York - Campus West |

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# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<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>
<td>Essential</td>
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<tr>
<td>IT qualification such as CLAIT, ECDL</td>
<td>Desirable</td>
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## Knowledge

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<th>Essential / Desirable</th>
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<tr>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint and online media</td>
<td>Essential</td>
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<tr>
<td>Knowledge of the SITS database</td>
<td>Desirable</td>
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<tr>
<td>Knowledge of Higher Education environment</td>
<td>Desirable</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>
<td>Essential</td>
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<tr>
<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<tr>
<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
<td>Essential</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
<td>Essential</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>
<td>Essential</td>
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<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>
<td>Essential</td>
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<td>Ability to maintain accurate records</td>
<td>Essential</td>
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<tr>
<td>Excellent interpersonal skills</td>
<td>Essential</td>
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## Experience

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<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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<tr>
<td>Experience of working in Higher Education sector</td>
<td>Desirable</td>
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<th>Personal attributes</th>
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<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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<td>Able to pay attention to detail and commitment to quality</td>
<td>Essential</td>
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<td>Cultural awareness and sensitivity</td>
<td>Essential</td>
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<td>Strong customer service orientation</td>
<td>Essential</td>
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THE DEPARTMENT

The Department of Electronic Engineering at York has a long-standing reputation for high-quality degrees and successful graduates. Our MEng and BEng courses in a number of subject areas (http://www.york.ac.uk/electronics/undergraduate/) are fully accredited by the IET (Institution of Engineering and technology) at CEng (Chartered Engineer) level and our BSc in Music Technology at IEng (Incorporated Engineer) level. The Department is consistently highly ranked for electronic engineering in the annual National Student Survey. Our suite of taught MSc programmes covers the latest technologies and tools in important industry sectors.

In REF 2013 87% of our research outputs, was judged world-leading or internationally excellent. Our research groups in physical layer electronics, engineering management, communications and signal processing, intelligent systems work with industry and universities across the world while providing a friendly and supportive environment for staff and students.

The Department has 40 academic staff (including part-time and job share), nearly 450 undergraduate students and approximately 200 postgraduate students. There are 13 administrative staff (including part-time and job share) as well as the team of 14 technical staff who provide assistance in the teaching and research laboratories, departmental infrastructure and maintain the workshops supporting these activities.

The Bronze Award from Athena SWAN for promoting women in science was won by the Department of Electronics in 2013 and renewed in 2017. The Athena SWAN Charter recognises and celebrates good employment practice for women working in science, engineering and technology (SET) in higher education and research.

The Department of Electronic Engineering operates a family friendly policy and is committed to gender equality and diversity. The Department recognises that a flexible approach to working is vitally important in the recruitment and retention of staff who have family commitments. The Department offers flexible working hours to all staff and will actively support job sharing and career break requests where it is reasonable and practical to do so and where operational needs will not be adversely affected.

The Department provides support for all categories of staff in their applications for promotion, role reviews, awards and prizes and rewarding excellence nominations. 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.

Further details of the Department can be found on its website: https://www.york.ac.uk/electronic-engineering/
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 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 6232
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 14 December 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
Rhian Scott, Assessment Support & General Office Manager
rhian.scott@york.ac.uk

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835