Departmental Support Administrator

Department of Politics

Closing date: 14 January 2018
Interview date: 30 January 2018
Vacancy reference: 6266
INTRODUCTION

We are seeking to appoint a professional and enthusiastic individual to join our busy Professional Support team. The post holder will provide support to the Head of Department, Department Manager and Department Management Team with a wide range of administrative duties. These will include organising Departmental events and conferences, HR related matters including monitoring fixed term contracts, assisting in the recruitment of new staff and ensuring relevant documentation is kept updated.

This is an excellent opportunity for an organised and efficient administrator. You will have excellent communication skills, both written and verbal and need to demonstrate a flexible, can-do attitude towards your work.

For informal enquiries about the role please contact Lisa Webster, Department Manager, at lisa.webster@york.ac.uk or on +44 (0)1904 323541.

The post is part-time (60% of full-time) on an open contract and the salary will be in the range £20,989 - £24,285 a year.
**Main purpose of the role**

To carry out a range of tasks in order to facilitate the smooth running of an administrative service for the Department of Politics.

**Key responsibilities**

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

- Organise Departmental events and promote these events widely amongst staff, students, visitors and where relevant, externally to the University.
- Provide support to academic and research staff in arranging academic conferences including arranging the venue, inviting speakers, organising catering and other administrative support.
- Monitor fixed-term contracts, liaising with the relevant line managers as well as the central HR department as necessary.
- Assist in HR recruitment processes, including the preparation of paperwork connected to new roles in the department, draft adverts, liaising with line managers over job requirements, liaising with central HR over job templates, organising interviews and ensuring relevant paperwork is forwarded to the central HR department.
- Assist with HR-related post-award grant administration.
- When required, act as a first point of contact for interview candidates and members of staff.
- Process casual workers claims, including right to work checks.
- Keep up-to-date with new and revised HR policies/ procedures and notify staff in the absence of Department Manager.
- Ensure all departmental HR files are kept-up-to-date and archive files of staff who have left the University.
- Act as secretary to meetings/committees as required.
- Contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.
- Provide effective and efficient administrative support to the Head of Department and Department Manager, including arranging and servicing meetings, filtering enquiries and organisation of travel/events if required.
- 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**

<table>
<thead>
<tr>
<th>Salary</th>
<th>Grade 4; £20,989—£24,285 a year, reduced pro rata</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of work</td>
<td>Part time; 22.2 hours a week (0.6 FTE)</td>
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<tr>
<td>Contract type</td>
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<td>Based at</td>
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# PERSON SPECIFICATION

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<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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<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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</thead>
<tbody>
<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 on-line media</td>
<td>Essential</td>
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<tr>
<td>Knowledge of Data Protection and confidentiality</td>
<td>Essential</td>
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<td>Knowledge of HR processes and relevant legislation</td>
<td>Desirable</td>
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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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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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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<td>Numeracy &amp; literacy skills with the ability to monitor expenditure against a financial account/budget and maintain a petty cash system</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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<tr>
<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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<tr>
<td>Ability to monitor income and expenditure against a budget, and maintain accurate records</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 handle confidential/sensitive information</td>
<td>Essential</td>
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<th>Experience</th>
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<tr>
<td>Essential</td>
<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
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<tr>
<td>Essential</td>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
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<td>Essential</td>
<td>Experience of organising events &amp; meetings</td>
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<td>Essential</td>
<td>Experience of providing an excellent standard of customer service</td>
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<tr>
<td>Desirable</td>
<td>Experience of working in a HR Administration role</td>
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<table>
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<th>Essential</th>
<th>Personal attributes</th>
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<tbody>
<tr>
<td>Essential</td>
<td>Able to work as a member of an immediate and wider team</td>
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<td>Essential</td>
<td>Able to work flexibly, under pressure and to tight deadlines</td>
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<td>Essential</td>
<td>Willingness to undertake relevant training</td>
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<td>Essential</td>
<td>Willingness to support other areas of the department as required</td>
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THE DEPARTMENT

The Department of Politics is one of the leading centres for research and teaching in Politics and International Studies in the United Kingdom. It was recently ranked eighth in the country for its research performance in the 2014 Research Excellence Framework. The Department also achieves a high level of external recognition for its teaching, and is currently in the top ten of both the Guardian and Times/Sunday Times league tables.

The Department is characterised by a strongly international character, intellectual pluralism, and a commitment both to innovative research and to the application of this knowledge to significant political problems. The Department has undergone a period of significant growth over the past five years, and now consists of 55 academic and teaching staff and 12 support staff. This growth is set to continue, and these posts will contribute to the development of one of our key areas of research and teaching.

Research

The Politics Department at York places research at the centre of its activities. The Department was ranked eighth nationally in the 2014 Research Excellence Framework, and is strongly committed to improving this position. Staff are currently organised into four research clusters in the Department, with overlapping membership: Comparative Politics and Public Policy, Conflict, Security and Development, Political Economy and Political Theory. For further information on our research, including cluster activities and a range of current externally funded research projects please see our web pages: http://www.york.ac.uk/politics/research/

Both individual and collaborative research in the Department is generously supported. In addition to an individual research allowance, staff enjoy a research leave scheme with eligibility for two terms’ leave after nine terms’ service. There are also department and University funds to support a range of collaborative and individual research activities. There is a strong departmental commitment to supporting innovative and high quality research, and research support in the Department includes an extensive research mentoring and peer review scheme, as well as the Departmental seminar programme, workshop programmes supported by the Department’s research clusters, lectures and conferences, and a range of other activities. Much of the Department’s research is externally funded, with awards from a wide range of sources including the ESRC, the British Academy, British Council, DFID, the Nuffield Foundation, the EU, the Leverhulme Trust, United States Institute of Peace, UNDP, and the World Bank.
Staff also play an active role in a range of interdisciplinary centres and units across the University, including the Centre for Applied Human Rights, the Morrell Centre for Toleration, the Centre for Urban Research, the Post-War Reconstruction and Development Unit, the Centre for Women’s Studies, the Centre for Ecology, Law and Politics, the Centre for Renaissance and Early Modern Studies, the Centre for Modern Studies, and the York Environmental Sustainability Institute. Staff also collaborate with colleagues at the Universities of Leeds and Sheffield through the White Rose consortium.

Teaching and Learning

Although we are a research-intensive Department we take our teaching very seriously. Our aim is to maintain a collegiate atmosphere where academic practice encompasses equitably distributed research, teaching and administrative duties throughout the staff group.

We currently offer three undergraduate BA (Hons) degrees within the Department:

- Politics
- Politics with International Relations
- International Relations

From 2017 students registered on any of the above programmes can also opt to add an additional year between year two and three to study abroad or to take a professional work placement.

In addition we offer two joint degrees:

- Politics and English
- Politics and History

We also participate in two interdisciplinary undergraduate degree programmes:

- Philosophy, Economics and Politics
- Social and Political Sciences

The Department has a large graduate school, with currently 120 MA students and 35 PhD students. There are ten postgraduate taught programmes in the Department:

- MA Political Research
- MA Conflict, Governance and Development
- MA in Contemporary History and International Politics
THE DEPARTMENT

MA International Political Economy
MA International Relations
MA Political Theory
MA Post-War Recovery Studies
MA Public Administration and Public Policy
Master of Public Administration
Master of Public Administration and International Development

In addition, the Department participates in an interdisciplinary programme, MA in Philosophy, Politics and Economics.

We host a vibrant PhD community, with students from across the discipline. The Politics Department at York is a member of the White Rose Economic and Social Research Council Doctoral Training Centre. With 48 studentships, this is the second largest DTC. The Politics Department participates in pathways in Politics and International Relations, International Development, Security, Conflict and Justice, among others. The Department is also a member of the Arts and Humanities Research Council White Rose College of the Humanities.

For more details about the Department, our research and our teaching, please visit our website: http://www.york.ac.uk/politics/
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.
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 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 6266
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 14 January 2018.

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 Lisa Webster, Department Manager, at lisa.webster@york.ac.uk or on +44 (0) 1904 323541.

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

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