Administrative Assistant & PA to the Head of Department
Education

Closing date: 19 February 2018
Interview date: to be confirmed
Vacancy reference: 6393
INTRODUCTION

The Department of Education wishes to appoint an experienced administrator who is able to work effectively as a member of the administrative team, with specific responsibility as the lead administrator in supporting the Head of Department and Department Management Team.

We are looking for a dynamic, efficient and experienced person who has a combination of skills which will include PA and administrative support, organisation and co-ordination. The person appointed will be a key member of the administrative team and will work particularly closely with the Head of Department, the Department Manager and members of the Department Management Team.
## JOB DESCRIPTION

### At a glance

<table>
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<tr>
<th>Salary</th>
<th>£20,989—£24,285 a year, on Grade 4 of the University of York pay scale</th>
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<tbody>
<tr>
<td>Hours of work</td>
<td>Full-time, 37 hours per week</td>
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<tr>
<td>Contract type</td>
<td>Open contract</td>
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<tr>
<td>Based at</td>
<td>University of York Campus West</td>
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### 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 the Department of Education. The role focuses on supporting the Head of Department, as PA to the HoD, and the Department Management Team (DMT) which consists of the Head of Department, Deputy Head of Department, Chair of Research Committee, Chair of the Board of Studies and the Department Manager.

In addition, the role provides administrative support for a range of departmental activities, specifically the servicing of a number of committees, communications and events organisation, and support for departmental human resources processes.

### Key responsibilities

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

**PA to the Head of Department and DMT Support:**

- Diary management;
- Management of the department’s generic HoD email account, acting as the first point of contact and filtering enquiries appropriately;
- Arrange internal and external meetings and provide documentation;
- Draft and prepare documentation, as required;
- Ensuring the timely dissemination of information to the appropriate people;

**Committees:**

- Service the Department Management Team (DMT) meetings including arranging meetings, minuting meetings and making other arrangements, as required;
- Service the Department Advisory Group (DAG) meetings including producing agendas in liaison with the Chair, distributing papers and drafting minutes, as required;
- Service the Department Advisory Board (DAB) meetings including producing agendas and papers in liaison with the HoD, booking rooms and IT equipment, booking travel and accommodation for external members, minuting meetings and making other arrangements, as required;
- Support the Staff Meetings by drafting agendas in liaison with the HoD and circulating papers in advance of the meetings;

**General Administration:**

- Support the Department’s internal and external communications to include production of a regular staff e-newsletter during term time in collaboration with the Head of Department, Deputy Chair of Board of Studies and Research Administrator;
- Organise events such as regular Departmental events, the annual Learning & Teaching Workshop and additional events, visits, workshops and conferences as required. Support for events includes booking rooms, IT equipment and catering, co-ordinating invitations, registration and guest lists, and booking accommodation and travel for external speakers;
- Departmental purchasing including raising and goods receiving purchase orders using York e-Purchase (YEP) and using approved University suppliers to book travel, accommodation and catering, as required;
- Ensuring that the University’s insurance log for foreign travel is completed;
- Liaising with the Department Manager, support the appointment of core staff by managing the correspondence with HR during recruitments, making arrangements for shortlisting and interviews; providing relevant documentation to HR and interview panel members;
- Provide administrative support to the Department’s casual worker procedures including managing the generic casual worker email account in liaison with the Finance and Resources Administrator to ensure that timesheets are processed in a timely manner, issuing
casual worker contracts and ensuring that casual workers are engaged in compliance with right to work regulations;

- Assisting in the engagement of Graduate Teaching Assistants (GTA) within the department and maintaining GTA records;
- Maintaining records of starters and leavers and ensuring that staff lists and Departmental Google Group mailing lists are accurate and up-to-date;
- Provide support to the annual Performance Review exercise;
- Administering approval procedures and maintaining records of staff annual leave;
- Assist the Department Manager in maintaining accurate workload information in the Department’s Workload Allocation Model;
- Monitoring Honorary Staff associations and complete paperwork for new requests/renewals;
- Updating and collating records on behalf of the Department such as the annual Copyright Licensing Agency report and declarations of interest;
- Provide support, as required, for the Departmental Safety Officer;
- Ensure accurate and appropriate record keeping and manage the ‘HoD’ folder on the shared drive;
- Maintain the Departmental webpages including the DAB webpage and uploading DMT agendas;
- Contribute to the development of departmental administrative systems;
- Apply a good working knowledge of departmental administrative systems to answer queries and resolve problems from colleagues and external sources;
- 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

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  

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### Knowledge

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<tr>
<th>Knowledge</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>Yes</td>
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<td>Knowledge of office accounting processes</td>
<td>Yes</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>Yes</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>Yes</td>
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<td>Excellent spoken and written communication skills and the ability to communicate effectively with a wide range of people</td>
<td>Yes</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>Yes</td>
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<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
<td>Yes</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</td>
<td>Yes</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>Yes</td>
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<td>Ability to monitor income and expenditure against a budget, and maintain accurate records</td>
<td>Yes</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>Yes</td>
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<tr>
<td>Ability to effectively allocate work and check the work of an administrative colleague, ensuring required service standards and deadlines are met</td>
<td>Yes</td>
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### Experience

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<td>Experience of working in an administrative role, preferably with PA responsibilities, in a busy office within a large complex organisation</td>
<td>Yes</td>
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<tr>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Yes</td>
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<td>Experience of organising events &amp; meetings</td>
<td>Yes</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Yes</td>
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<td>Experience of formal minute taking</td>
<td>Desirable</td>
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### Personal attributes

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<tr>
<td>Able to work as a member of a team</td>
<td>Yes</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Yes</td>
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<td>Ability to work with a high degree of discretion</td>
<td>Yes</td>
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The Department of Education is one of the six founding departments of the University of York and, like the University, celebrated its 50th anniversary in 2013.

We are an international and diverse department with collegiality, inclusion and equality at the heart of our core values. The department provides a supportive environment for staff and students. With a core of 41 academic staff plus numerous research fellows and visiting tutors, the Department has an extensive research portfolio and teaching programme. The Department has 13 members of support staff including a Research Administrator.

The Department is one of the leading Education Departments for research in the UK, with research funding from multiple UK and international sources. In the 2014 Research Excellence Framework, the Department was ranked in the top ten of Education departments in the country for the proportion of 4* world leading research and was also in the top ten for the impact of its research.

We are widely recognized in the UK and beyond as a leading department in the field of education and have one of the largest graduate schools of education in the UK. The Department also routinely achieves a high level of external recognition for its teaching and is ranked in the top ten Education departments in the country in the Complete University Guide 2016 and 2017.

In 2014 the Department became the first Education department in the UK to have achieved Bronze level in the Athena Swan gender equality charter mark, designed to address gender imbalance and underrepresentation in the arts, humanities and social sciences in higher education: http://www.york.ac.uk/news-and-events/news/2014/gender-equality/

Further information about the Department can be found at: http://www.york.ac.uk/education/
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](https://jobs.york.ac.uk)
- Find this job using reference 6393
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 19 February 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
If you have any questions about your application, contact the HR Services team:

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