Chemistry Administration Manager

Department of Chemistry

Closing date: 12 June 2018

Interview date: 9 July 2018

Vacancy reference: 6689
INTRODUCTION

Following a review of the structure of the Chemistry Administration team, a new role of Chemistry Administration Manager has been created. The role holder will work closely with the Departmental Manager and Operations Manager; deputising as required and developing and implementing policies and procedures to support the management of a wide range of academic departmental processes and activities. As well as line managing a team of administrative staff, the role holder will take on the responsibility of overseeing departmental communication activities and event management as well as engagement of casual staff and the visiting staff and student processes.

The ideal candidate will have the ability to lead and innovate, make recommendations for improvements with an understanding of the IT requirements for improvement in service provision, analyse data and provide advice to colleagues; both professional and academic within and external to the department.

The Department of Chemistry is one of the UK’s leading Chemistry departments and we are renowned internationally for our research. This is combined with a commitment to teaching and outstanding student satisfaction, and we have been recognised consistently for our family-friendly policies and are proud of our Athena SWAN Gold Award: https://www.york.ac.uk/chemistry/

As a Department we strive to provide a working environment which allows all staff and students to contribute fully, to flourish, and to excel. We aim to ensure that there is a supportive and egalitarian culture at all levels and across all staff groups. We promote good practice and a strong culture of equality in higher education. Further information can be found within this brief and on our website: www.york.ac.uk/chemistry/
Main purpose of the role

To develop and implement policies and procedures to support the management of a wide range of academic departmental processes and activities

Key responsibilities

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

- Supervise and line manage a team of administrative staff: i.e., allocate work and ensure that tasks are completed to objectives, quality and timeliness

- Carry out performance reviews of team members and ensure that any training and developments needs that are identified are met

- Take ongoing overall responsibility for some specific aspects of Departmental Manager role and deputise as required

- Manage and review defined aspects of departmental academic procedures and processes, ensuring they are fit for purpose, and maximise efficiency, making recommendations for improvements as identified and implementing agreed change

- Act as the primary contact for interaction with IT Services in relation to departmental process development and service provision

- Provide detailed advice and guidance on specialist defined processes and procedures to internal and external customers, using judgement to suggest the most appropriate course of action where appropriate

- Undertake research, and perform detailed analysis, manipulation and interpretation of specialised data to create reports and highlight/prioritise issues (for example Athena SWAN data, The Higher Education Business and Community Interaction Survey, internal and external audits as appropriate, Freedom of Information Requests and Business Continuity)

- Create and implement systems for recording and maintaining service-related data, both in electronic and hard copy formats, and the production of operational data and documentation, taking close account of information security and data protection

- Lead on liaison of external marketing matters with central marketing team; provide support for Chair of Communications Group providing information for departmental news stories.

- Liaise with the central marketing team and departmental staff to oversee the production and marketing of a wide range of departmental documentation and promotional media, both in electronic and hard copy formats

- Check consistency of information and publicity materials (liaising with the central marketing team) and source images and photographs as required

- Lead on all aspects of internal communication within the department (staff and student intranet, weekly digest, electronic noticeboards, poster distribution), delegating to receptionist and other administrative staff when appropriate

- Lead on all aspects of event management within the department including external international and national conferences, symposia and meetings and internal events including responsibility for maintaining records and reporting of public events

- Responsibility for all temporary staff and lead on all right-to-work activities for visiting staff and students
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include three good passes at A level, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<td>An administration, managerial or leadership related qualification</td>
<td>Desirable</td>
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## Knowledge

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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>A thorough understanding of the principles involved in service provision and office management within a large, complex organisation</td>
<td>Essential</td>
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<td>Thorough knowledge of the full range of Microsoft Office applications and the Google Suite of Applications</td>
<td>Essential</td>
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<td>Understanding of good communication procedures, social media sites and applications and the internal communication needs associated with a large department or organisation</td>
<td>Essential</td>
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<td>Understanding of the administration complexities involved in running a large academic (preferably science) department</td>
<td>Desirable</td>
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<td>Knowledge of University systems and procedures</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to line manage and supervise a small team of administrators and apply available resources to optimum effect</td>
<td>Essential</td>
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<td>Ability to: review procedures and processes, ensuring they are fit for purpose and maximise efficiency; make recommendations for improvements as identified; and implement agreed change</td>
<td>Essential</td>
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<td>Ability to write accurately, clearly, concisely and persuasively, for reports and publications (including online publications)</td>
<td>Essential</td>
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<td>Ability to plan and organise events and supervise event support staff</td>
<td>Essential</td>
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<td>Strong IT skills, including word processing, email, webpage maintenance, expertise in manipulating databases and spreadsheets, establishing and managing online information</td>
<td>Essential</td>
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<td>Excellent oral and written communication skills, with the ability to provide detailed advice and guidance on specialist defined processes and procedures to internal and external contacts</td>
<td>Essential</td>
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<td>A high degree of attention to detail</td>
<td>Essential</td>
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<td>Ability to manage a service-related budget and associated accounts and write financial reports and produce management statistical information/data as required</td>
<td>Desirable</td>
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<td>Experience</td>
<td>Essential / Desirable</td>
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<td>Experience of managing people</td>
<td>Essential</td>
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<td>Experience of administration processes including effective methods of communication to a wide and varied audience</td>
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<td>Considerable experience in writing service-related reports for senior managers which may include reports on finances, staff performance and service development</td>
<td>Essential</td>
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<td>Experience of Higher Education</td>
<td>Desirable</td>
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<th>Personal attributes</th>
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<tr>
<td>Demonstrable ability to supervise, line manage and work as part of a team</td>
<td>Essential</td>
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<td>Organised and flexible, able to prioritise</td>
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<td>Demonstrable initiative</td>
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<td>Able to deal with confidential matters and act with discretion</td>
<td>Essential</td>
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<td>Highly motivated, able to work independently or as part of a team</td>
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<td>Collegiate approach to the workplace</td>
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<td>Commitment to equality and diversity</td>
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THE DEPARTMENT

Chemistry Administration Team

Chemistry Administration team members (including part-time and job-share) work together to support the following academic functions: undergraduate and postgraduate student experience (admissions, teaching and assessment), research, human resources and equality and diversity activities, operations and strategy, health and safety, finance and outreach activities. Although administrative staff have individual responsibilities in a particular area, they share and transfer knowledge so that all tasks can be covered in times of absence or when workloads require resources to be pooled. The team is professional and friendly and is continually innovating and looking for examples of best practice to improve the level and efficiency of service provided to staff and students. This role provides an ideal opportunity for someone who is considering advancing to Departmental Manager role in the future as it covers a wide variety of activities and includes line management of six posts.

The Department of Chemistry

The Department of Chemistry is one of the largest and most successful academic departments at York. The Department was placed in the top ten UK universities for Research Power by the 2014 Research Excellence Framework exercise (REF). Amongst our academic staff we have five Fellows of the Royal Society and many national and international prize winners, contributing to a dynamic and thriving department. The excellence of Chemistry at York was recognised in the 2018 Guardian League Table Guide, Times University League Table and 2019 Complete University Guide where it achieved outstanding 2nd, 4th and 6th places respectively.

The Department has nearly 60 academic staff (including teaching-only staff), more than 600 undergraduate students, approximately 160 graduate students (mainly studying for PhDs) and over 80 research associates and fellows. The Department has a group of coherent laboratories, recently extended and modernised, which provide an excellent environment for both teaching and research; £35M has been spent on new buildings and equipment in the last seven years.

Staff in the Department of Chemistry undertake research in a wide range of fields and there are particular strengths in analytical and archaeological science, atmospheric chemistry, chemical and structural biology, green chemistry, materials chemistry, metalloproteins, organometallic and catalytic chemistry, synthetic organic chemistry and time-resolved spectroscopy.

We have nearly 30 administrative staff (including those funded externally), as well as over 50 technical staff who provide assistance in the teaching and research laboratories and maintain the workshops (mechanical, glass and electronics) supporting these activities.

The undergraduate programmes, which typically attract over 1200 applications for the ca 180 places, have a flexible, modular structure with opportunities for specialisation in environmental, industrial and medicinal chemistry. There are three-year (BSc) and four-year (MChem) courses with opportunities for students to spend a year at one of a number of overseas universities or in industry. Students rated the Department with an overall satisfaction rating of 95% in the National Student Survey 2017.
The Gold Award from Athena SWAN for promoting women in science was won by the Department of Chemistry in 2007 and renewed in 2010 and 2015. This was the first Gold award made in this scheme. 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 Chemistry operates a set of family-friendly practices. Staff working patterns are flexible and a formal Flexitime system is also in operation. The Department has developed a maternity and paternity leave procedure to help provide support for staff and the University has a nursery and a Child Care voucher scheme.

The Department provides support for all categories of staff in their applications for promotion, role reviews, awards, prizes and rewarding excellence nominations. Staff are encouraged to attend training events and take up opportunities for professional development including those offered by the award-winning University Learning and Development Team. The Department strives to address diversity inequalities to ensure that there is a culture that supports equality and encourages better representation throughout the Department. Support for all staff at all stages of their career is recognised as being extremely important; individuals will be allocated a specific mentor to help support them in future career development. Social events are also held regularly for members of staff.

Opportunities for employment for partners exist across the University, Science City York or within the City of York. The Department recognises that employment for partners can be an issue for new employees and will be understanding if you raise this and will do its best to help.

The Department is committed to establishing a culture of environmental good practice and all staff are asked to go about their duties in a resource efficient way and minimise impacts to the environment wherever possible.

The University has recently invested heavily in Chemistry. The Dorothy Hodgkin Building was completed in two phases. The first, housing Analytical Science and Synthetic Chemistry, opened in 2005, while the second phase housing catalytic, materials and synthetic chemistry was completed in 2012. The department is exceptionally well equipped for NMR spectroscopy and departmental instruments are housed in a purpose-built building opened in 2006, while the Wellcome-Wolfson-funded Centre for Hyperpolarisation in Magnetic Resonance (CHyM) was completed in October 2012. The Wolfson Atmospheric Chemistry Laboratories were opened in 2013 and are currently being extended (2018), while most recently, a two-storey building housing new teaching and research laboratories (to house Green Chemistry) and offices was completed in March 2014. The department has recently secured funding from the Wellcome Trust, the Wolfson Foundation, a generous alumnus and the university to acquire a 200 kV cryo-electron microscope and a building in which to house it. Construction and installation are anticipated in 2018.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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 6689
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 12 June 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 Dr Helen Coombs:
helen.coombs@york.ac.uk

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

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