Management Team Administrator
Department of Biology

Closing date: 9 October 2018
Interview date: to be confirmed
Vacancy reference: 7046
INTRODUCTION

We are seeking to appoint a professional and enthusiastic administrator on a full time permanent basis, to join our Department Management Team Hub within the Department of Biology. This is a key role within our professional support staff cohort. The role will undertake a range of specialised, administrative activities in order to facilitate and support the strategic operations of the Department Management Team within the Department.

The Department of Biology has 75 Academic and Teaching staff, >100 Research staff and >140 Professional Support Staff. The successful candidate will have experience of working in a busy administrative role within a large, complex organisation. You will have excellent IT skills with the ability to work with all Microsoft products. You should be confident in analysing and presenting information clearly and communicating effectively to a range of people in different formats. You should demonstrate excellent customer service, be able to organise your workload effectively, have a high degree of accuracy and attention to detail and experience of process improvement is desirable. Key to this role is the ability to juggle competing demands, ensuring that the Head of Department, Deputy Head of Department and Department Manager's projects are supported.

You will be required to deputise for the Administration Manager when appropriate so an understanding of Departmental project work and Human Resource requirements (i.e. recruitment, fixed term contracts/fixed term funding processes, sickness and other types of leave etc) would be advantageous as will experience of event planning and committee servicing.

Professor Jennifer Potts
Head of Department of Biology
Main purpose of the role
To undertake a range of specialised, administrative activities in order to facilitate and support the strategic operations of the Department Management Team within the Department of Biology.

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

- Acting as an ambassador for the Department Management Team (DMT) by developing a sound understanding of the areas of responsibility that fall within DMT's remit.
- Developing effective working relationships with relevant colleagues from within the Department, across the University and externally.
- Collating information and documentation: researching, producing, formatting and proof reading reports, documentation and presentations on behalf of senior colleagues in the DMT.
- Organising and recording meetings to include developing meeting schedules, preparing agendas, drafting minutes and compiling points for action and following up as required.
- Prioritising incoming communications for DMT members, including responding/drafting responses on their behalf or redirecting to relevant colleagues as appropriate. This will include fielding Head of Department (HoD) phone calls, greeting visitors, monitoring email and working with the HoD and Department Manager to ensure issues are delegated, responded to.
- Co-ordinating DMT's travel and accommodation arrangements including advising on visas, cultural and other in-country requirements; arranging a coherent itinerary whilst adhering to the University’s travel and expenses policies.
- Co-ordinating projects on behalf of DMT members. Developing, implementing and/or overseeing project plans across a wide range of areas.
- Manage all aspects of the organisation of key note departmental visits, conferences and major events. Liaising with appropriate staff across the University to coordinate events such as staff meetings, away days and visits by internal and external agencies, working with others on their delivery as appropriate.
- Managing the diaries of the Head of Department, Deputy Head(s) of Department and Department Manager and maintaining and updating relevant calendars.
- Manage the DMT monthly budgets/expenses on behalf of the HoD and take responsibility for budget monitoring in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Setting up and maintaining appropriate systems for storage and retrieval of information, making full use of all information and communication technologies in adherence to Data Protection Policies to meet the requirements of the role and to promote organisational effectiveness.
- To deputise for the Department Administration Manager where appropriate, which will include understanding and implementing departmental procedures (e.g. Joint Appointments, Sabbaticals, Performance Review), University policies, procedures, terms and conditions of service (e.g. grading, recruitment, maternity, attendance, equality and diversity) and national/sector initiatives relating to staff (e.g. Athena, Concordat). This will also include the supervision and workload allocation for a team of grade 4 administrators (4 in total) in the absence of the Department Administration Manager.
## PERSON SPECIFICATION

### Qualifications

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<tr>
<th>Essential / Desirable</th>
<th>A general education to include three passes at A level, or an equivalent educational qualification, or relevant experience</th>
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### Knowledge

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<th>Essential / Desirable</th>
<th>A thorough understanding of the principles of service provision and office management within a large, complex organisation</th>
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<td>Essential / Desirable</td>
<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint, Google packages and on-line media</td>
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<td>Knowledge of office Accounting processes</td>
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<td>Knowledge of Data Protection and confidentiality</td>
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<td>Desirable</td>
<td>Knowledge of HR processes and relevant legislation</td>
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### Skills, abilities and competencies

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<th>Essential / Desirable</th>
<th>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</th>
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<td>Essential</td>
<td>Able to review procedures and processes, ensuring they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed changes</td>
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<td>Initiative and problem solving skills</td>
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<td>Ability to write clearly and succinctly, for reports and publication, including web publication</td>
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<td>Essential</td>
<td>Strong IT skills: including word processing, email, web page maintenance, expertise in manipulating databases and spreadsheets</td>
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<td>A high degree of attention to detail</td>
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<td>Able to work under pressure and on own initiative</td>
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<td>Good problem-solving skills</td>
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<td>Essential</td>
<td>Demonstrable ability to work as part of a team</td>
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<td>Able to deal with confidential matters and act with discretion</td>
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<td>Ability to manage a service-related budget and associated accounts, write financial reports and produce management statistical information and data as required</td>
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### Experience

- Experience of working in an administrative role in a busy office within a large complex organisation
- Considerable experience in writing service-related reports for senior managers, which may include reports on finances and service development
- Experience of organising events & meetings
- Experience of providing an excellent standard of customer service
- Experience of writing content for communication materials, eg flyers, brochures, web pages

### Personal attributes

- Sensitivity and empathy with customers, colleagues and staff
- Organised and flexible, able to prioritise
- Demonstrable initiative
- Keen to provide a high standard of customer service
- Highly motivated, able to work independently or as part of a team
- Conveys a positive attitude
THE DEPARTMENT

Our department welcomes staff and students from around the world. We celebrate excellence, breadth and diversity across the spectrum of modern biology.

Our research is focused around fundamental science research foci, which are Cell and Developmental Biology, Molecular and Cellular Medicine, Bioinformatics and Mathematical Biology, Infection and Immunity, Ecology and Evolution, Microbiology, Biochemistry and Biophysics and Plant Biology. The Department has successfully continued to establish state-of-the-art laboratory space and maximise our existing space and a new teaching building opened in Autumn 2016. In the 2014 Research Excellence Framework (REF) exercise, the Department of Biology was again placed in the top 10 in the UK. We are ranked 1st for impact outside academia - our research has had major influence on environmental policy, industry and health. This demonstrates our strengths across the biological sciences: from ecology to biochemistry, biotechnology and biomedical sciences. The Department of Biology covers the spectrum of contemporary biological sciences with no internal barriers, and collaboration internally and externally is strongly encouraged. Our Department comprises >70 academic and teaching staff, >100 research associates, >140 professional support staff (technical and administrative), 180 graduate students, and approximately 860 undergraduates. Several senior positions are funded by charities or industry.

Although we are a research-intensive department, our teaching is equally important, and the University holds a Gold Teaching Excellence Framework (TEF) award. Our teaching in the department consistently ranks highly which is reflected in our achievements in the National Student Survey (NSS). We are preparing for departmental TEF awards in 2020. Our aim is to maintain a collegiate atmosphere where academic practice encompasses equitably distributed research, teaching and administrative duties throughout the staff group. Our staff are enthusiastic about interacting with students and have a commitment to delivering high-quality teaching and developing and applying innovative and appropriate teaching techniques using material which creates interest, understanding and enthusiasm amongst students. Staff carry out on-going curriculum review, the review of module content and materials and contribute to the development of teaching and learning strategies.

We currently offer the following degrees within the Department:

- BSc/MBiol Biology
- BSc/MBiol Ecology
- BSc/MBiol Genetics
- MSc Biodiversity, Ecology and Ecosystems
- BSc/MBiochem Biochemistry
- BSc/MBiol Molecular Cell Biology
- BSc/MBiol Biotechnology and Microbiology
- MSc Industrial Biotechnology
- BSc/MBiomedSci Biomedical Science
- MSc Molecular Medicine
- MSc By Research
- MPhil
- PhD
THE DEPARTMENT

In addition we run a prestigious BBSRC funded Doctoral Training Partnership (DTP) which brings together the very best molecular, chemical and cellular bioscience research across the White Rose Consortium of Universities (Leeds, Sheffield and York), which maps on to the research themes of the BBSRC. Students benefit from a regional PhD training programme that has interdisciplinary collaboration at its core. This enables students to develop a range of research skills in biological and biochemical areas as well as equip them with core mathematical, data analysis and generic professional skills that are necessary for bioscience research in the coming decades.

As befits a department of our size, we have extensive professional support services which underpin our teaching and research. This includes teams in operational services; horticulture; stores and logistics and teaching laboratory technicians. We provide excellent biological services facilities and mechanical and electronic workshops. We also have administration teams which cover; Health and Safety; Research support to assist with external funding proposals for research activities; a Student and Academic Services team in place to support academic staff and students; a core Department Management Team Hub who support a broad range of administrative processes in order to facilitate the smooth running of departmental activity.

We also have our Bioscience Technology Facility which is a unique resource providing a purpose-built facility for our world-class scientists and technologists working across six bioscience research capabilities. Collectively it brings together a unique range of expertise and equipment, and is recognised as a leading example of how to provide research support in the 21st Century. The focus is on six core areas: Bioinformatics, Genomics, Imaging & Cytometry, Molecular Interactions, Protein Production, and Proteomics. The Department has a dedicated bioinformatics support team within the Technology Facility who can provide help and assistance with a wide range of bioinformatics software.

The Department of Biology operates a set of family-friendly policies and welcomes applications that are made on a part-time and job share basis. We will do our best to accommodate such requests where possible. Staff working patterns are flexible and a formal flexitime system is also in operation and the University has a nursery on site. We are proud to foster a supportive culture that helps staff and students reach their full potential and we embrace equality, diversity and inclusion as well as the values of the Athena SWAN Charter in all our departmental activities. Our philosophy is that poor working practices discriminate disproportionately against women whereas good practices support all. We have a Gold Athena SWAN award in recognition of our culture, ethos and activity.
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
- Find this job using reference 7046
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 9 October 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 angela.lipscomb@york.ac.uk or natalie.armstrong@york.ac.uk

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

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