Centre Administrator (Maternity Cover)

Sociology

Closing date: 9 December 2018
Interviews: 19 December 2018
Vacancy reference: 7198
INTRODUCTION

The Centre for Women’s Studies is seeking a full-time administrator to cover maternity leave. This post is on a fixed-term contract, for up to 12 months and can be a secondment opportunity.

The Centre Administrator is a key member of staff in this interdisciplinary centre, working collaboratively with core staff from the Centre, and colleagues from the departments of Sociology and English.

The post holder will oversee all aspects of academic administration within the Centre, as well as supporting other operational work including marketing, web content, and transactional finance. They will be the first point of contact for the Centre’s students, who are all completing programmes at a postgraduate level. They will also liaise with EU contacts to deliver the prestigious GEMMA Erasmus Mundus degree programme.

The post holder will be a confident and competent administrator, able to work alone for significant periods of time and to organise their work effectively. A high level of diplomacy, attention to detail and decision making expertise is required in order to help maintain and develop the Centre’s national and international profile.
**Main purpose of the role**

To co-ordinate a wide range of administrative services and functions across the Centre for Women’s Studies, in order to ensure that teaching and research activities are supported efficiently and effectively.

**Key responsibilities**

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

- **Academic Administration** - The academic administration of the Centre’s Masters and PhD programme, including recruitment and admissions, open days, graduation, management of student records, monitoring of Tier 4 visa holders, timetabling, assessment, disability support, and the servicing of academic boards.

- Liaising with other University departments and support services to coordinate other operational tasks

- Apply a good working knowledge of departmental/service 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 the Centre Director, including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events.

- Produce departmental/service-related documentation using different media, eg, newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, etc.

- Assist in organising all aspects of keynote visits, meetings events, workshops, and conferences.

- Monitor income/expenditure against a service-related budget; manage and maintain a relational database(s).

- Process invoices and orders, making effective use of departmental/university financial administrative process as required.

- Maintain the department/service website/webpages and update content as required, in collaboration with the Marketing department.

- 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

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<tr>
<th><strong>Qualifications</strong></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>
<th><strong>Knowledge</strong></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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<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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<td>Knowledge of operational processes supporting students, particularly those at postgraduate level</td>
<td>Desirable</td>
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<th><strong>Skills, abilities and competencies</strong></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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<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>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 effectively document work to share with colleagues in other areas to ensure resilience in the case of unplanned absence</td>
<td>Essential</td>
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<th>Experience</th>
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<td>Experience of working in an administrative role</td>
<td>Essential</td>
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<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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<td>Experience of the higher education sector</td>
<td>Desirable</td>
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<th>Personal attributes</th>
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<tr>
<td>Able to work as a member of a team</td>
<td>Essential</td>
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<td>Able to work alone and independently for sustained periods of time</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>Committed to continuing professional development</td>
<td>Essential</td>
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THE DEPARTMENT

Founded in 1984, the postgraduate Centre for Women's Studies (CWS) is an interdepartmental centre affiliated to the Departments of English and Related Literature and Sociology, and work from our staff formed part of their submissions to REF 2014. English is one of the UK's leading research departments and was ranked 2nd in the REF, while Sociology was 1st. CWS is thus the top ranked of all the women's and gender studies centres in the UK in terms of research excellence.

CWS adopts a women centred, interdisciplinary and international approach to the changing nature of women's experiences, gender relations and feminist theory and methodologies. The diversity of our students is one of our strengths. The Centre has an average of over 55 post graduate students each year, who are of varying ages and disciplinary backgrounds, with over half coming from overseas. Thus, we draw on the knowledge and experience of both home and overseas students to build a vibrant culture of learning and research.

CWS is distinctive in having both close connections to other departments and a self contained building for teaching, research and other scholarly activities, such as international conferences, visiting scholars, and student led events such as seminar series.

Our reputation is based on:

A long established tradition of interdisciplinary work across a range of university departments; Cross cultural teaching and research; Leading international profile in debates about literature and cultural reproduction; Emphasis on diversity and intersectionality; Attention to both traditional and experimental teaching methods; Programmes to enhance students’ post degree skills and employability.
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 7198
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 9 December 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 lauren.cumming@york.ac.uk

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

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