Undergraduate Administrator
Environment & Geography

**Closing date:** 13 January 2019

**Interview date:** TBC

**Vacancy reference:** 7265
INTRODUCTION

This is an exciting opportunity to join the Department of Environment & Geography in the role of Undergraduate Administrator. This is a key role for the department acting as first point of contact for students, staff and external stakeholders relating to the undergraduate teaching process.

You will be a confident administrator able to work independently and as part of a team to undertake a wide range of administrative duties and will be required to establish good working relationships with academic and administrative staff within and outside of the Department.
# JOB DESCRIPTION

## At a glance

<table>
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<tr>
<th><strong>Salary</strong></th>
<th>£21,414—£24,771 a year</th>
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<tbody>
<tr>
<td><strong>Hours of work</strong></td>
<td>37 a week</td>
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<tr>
<td><strong>Contract type</strong></td>
<td>Fixed-term (until April 2021)</td>
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<td><strong>Based at</strong></td>
<td>Heslington 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 a Department or Service.

## Key responsibilities

- 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 senior colleagues, including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events.
- Act as PA and manage the diary for a line manager; typically acting as a point of contact, arranging internal and external meetings and making travel/accommodation arrangements.
- 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 key note visits, meetings events, workshops, and conferences.
- Monitor income/expenditure against a service-related budget; manage and maintain a relational database(s).
- Maintain the department/service website/webpages and update content as required.
- Assist in the preparation of relevant department/service documentation and processes, including timetable, assessments and examinations; ensure the timely dissemination of information to the appropriate people.
- Process invoices and orders, making effective use of departmental/university financial administrative process as required.
- Supervise the work of an administrative colleague, allocating and checking work as required.
- 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>Qualifications</th>
<th>Essential / Desirable</th>
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<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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<th>Knowledge</th>
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<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
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<td>Knowledge of office accounting processes</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>
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<th>Skills, abilities and competencies</th>
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<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>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</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>
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<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
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<td>Ability to prepare agendas and take &amp; transcribe minutes</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>
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<td>Ability to monitor income and expenditure against a budget, and maintain accurate records</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>
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<td>Ability to effectively allocate work and check the work of an administrative colleague, ensuring required service standards and deadlines are met</td>
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<th>Experience</th>
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<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
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<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
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<td>Experience of organising events &amp; meetings</td>
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<td>Experience of providing an excellent standard of customer service</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>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
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THE DEPARTMENT

The Department of Environment and Geography was established in 1992 to develop and disseminate the approaches required to address the complex environmental challenges facing society. Our guiding principle is that issues of sustainable development demand interdisciplinary research across the interface between natural, physical and social sciences. This interdisciplinary ethos is unique among university departments in the UK and the Department has established an international reputation for excellence and innovation at the forefront of environmental research. Our strength is augmented by the embedding of the Stockholm Environment Institute at York (http://www.york.ac.uk/sei/) into the Department and the establishment of the York Environmental Sustainability Institute (YESI) (http://www.york.ac.uk/yesi/) YESI has been created to ensure that York’s world-leading researchers can operate in an interdisciplinary setting to undertake the research needed to address major environmental issues. YESI incorporates environmental research across the Departments of Archaeology, Biology, Chemistry, Environment & Geography, Politics, Sociology, Social Policy and Social Work, and the York Law School. It integrates environmental research across these departments to tackle the major themes of: (1) Future food and fuel; (2) Global change; and (3) Sustainable environments.

The interdisciplinary mission of the Department of Environment and Geography is founded on a mix of environmental science, ecology, human and physical geography and environmental economics and policy. Research within the Department is focused within three clusters: Earth Systems and Environmental Change; Ecosystems and Society; and Environmental health. All members of academic staff participate in the activities of at least one of the three research clusters in order to promote collaboration and knowledge exchange across the Department. All research themes have major impacts on national and international environmental policy, helping to shape the debate in a diversity of policy arenas. Our staff advise global policymakers including UNEP, FAO and WHO, support international NGO’s such as WWF, and sit on national and international expert committees.

The Department has a reputation as a friendly and collegiate place to work and study and this is frequently commented on by new staff, visitors and students via feedback such as the National Student Survey. The University as a whole matches this ethos. It has retained a very flat management structure that actively encourages cross-departmental collaboration and seeks to remove any obstacles to cross-disciplinary working. The Department is committed to supporting equality and
THE DEPARTMENT

diversity for all staff and students and recently (2014) successfully applied for a bronze Athena SWAN award for promoting women in science. 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 operates a set of family-friendly policies. Staff working patterns are flexible and a formal flexible working scheme is also in operation. The Department has a maternity and paternity leave policy to help provide support for staff and the University has a nursery and a Child Care voucher scheme. Social events are held for all categories of staff.

The Department provides support for all categories of staff in their applications for promotion, role reviews, awards and prizes and rewarding excellence nominations. The Department strives to address gender inequalities and ensure that there is a culture that supports equality and encourages better representation throughout the department. Support for women at all stages of their career is recognised as being extremely important.

DEPARTMENTAL RESEARCH

The Department conducts world-leading research on topics of global environmental importance. The impact of our research in ecology and environmental science is ranked 2nd in the UK and 17th in the world (THES). Our research is highly interdisciplinary across the natural and social sciences, ranging from atmospheric chemistry to environmental economics and policy analysis. Our funding comes from numerous sources, including research councils, national and international government agencies, charities and industry.

TEACHING PROGRAMMES

The Department offers four undergraduate degrees: BSc in Environmental Science; BSc in Environmental Geography; BSc in Environment, Economics and Ecology; and a BA in Human Geography. At the postgraduate level, we offer four MSc programmes: Environmental Science and Management; Corporate Social Responsibility and Environmental Management; Environmental Economics and Environmental Management and Marine Environmental Management, alongside a comprehensive MPhil/PhD programme. We currently have 25 academic staff and just over 300 undergraduate students, 60 postgraduate students and 50 PhD students.

STOCKHOLM ENVIRONMENT INSTITUTE AT YORK

The Stockholm Environment Institute at York is one of six constituent centres of SEI, an independent, internationally...
renowned research organisation committed to the implementation of practices supportive of global sustainable development. The Swedish Government established the Stockholm Environment Institute in 1989 with the goal of encouraging sustainable development by linking basic scientific research and policy making. SEI has established an international reputation for rigorous and objective scientific analysis in the field of environment and development and has been recognised as one of the world’s top ten environmental ‘think tanks’ (fpri.org).

The SEI-York centre is located within the Department of Environment and Geography at the University of York. In the UK, SEI-York has concentrated on issues related to consumption, production, individuals’ behaviour and the impacts of our affluent society on the environment. In developing countries, SEI-York staff work on atmospheric issues, from air pollution in urban centres, to regional air pollution and its interaction with climate change. In Africa and Asia, York staff work at local scales, attempting to improve management of water resources in arid areas to improve agricultural yields.

The SEI-York centre has over 30 core members of staff from a variety of disciplines. In addition to research, they supervise postgraduate research students and participate in undergraduate and postgraduate teaching (http://www.york.ac.uk/sei/).

Further information about the department is available at: http://www.york.ac.uk/environment/
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 7265
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 13 January 2019

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 kathryn.addison@york.ac.uk

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

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