Physics Outreach Programme
Administrator
Department of Physics

Closing date: 8 January 2019
Interview date: 23 January 2019
Vacancy reference: 7276
INTRODUCTION

The Department of Physics seeks to appoint an administrator to join the Physics outreach team. The Physics Department has a strong record of public and schools engagement, reaching over 25,000 people each year. Activities include on-going programmes such as supporting GCSE and A level Physics students through the online resource Isaac Physics; annual events, such as the Ogden Schools Physicist of the Year Awards; and one-off events such as the visit of British ESA Astronaut Tim Peake.

The administrator would support the day-to-day running of the programme and its key events and projects. Reporting to the Schools Outreach and Public Engagement Coordinator, the role holder will assist with the organisation of events, workshops and activities including coordinating volunteers, booking rooms and catering, organising logistical information such as travel and transport plans, producing publicity materials and newsletters, liaising with schools and other external organisations regarding events, and maintaining and updating the Department’s outreach web pages.
JOB DESCRIPTION

At a glance

Salary  
Grade 4—£21,414-£24,771 a year (reduced pro-rata)

Hours of work  
Part-time—18.5 hours a week (50% FTE)

Contract type  
Fixed-term—until 31 July 2019

Based at  
Heslington Campus West

Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of the Department of Physics outreach programme.

Key responsibilities

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

- Apply a good working knowledge of departmental/service administrative systems to answer queries and resolve problems from colleagues and external customers

- Liaise with schools in order to build relationships, answer queries and encourage school participation in Departmental activities

- Carry out administrative processes such setting up and managing event booking processes (though Eventbrite) and ensure controls are in place to ensure accuracy and timeliness

- Analyse, manipulate and interpret information in order to compile detailed summary reports including a comprehensive record of all outreach activity and evaluation reports for activities

- Manage the outreach diary; typically acting as a point of contact and liaising with the student volunteer team and academic staff members to arrange logistical details (timings, transport arrangements etc) for workshops and events

- Produce documentation using different media and computer software (such as MailChimp), including newsletters, promotional literature, information packs, etc

- Assist in organising all aspects of events (including room bookings, catering arrangements etc)

- Source and purchase non-specialist equipment; process invoices and orders, making effective use of departmental/university financial administrative process as required

- Maintain the public engagement webpages and update content as required

- Assist in the preparation of event documentation, including schedule and travel and transport information, and ensure the timely dissemination of information to the appropriate people

- Answer queries on the telephone, in person and by email

- 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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<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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## Knowledge

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<th>Essential / Desirable</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>
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<td>Knowledge of a full range of MS office applications, particularly Word, Excel, and PowerPoint and on-line media</td>
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<td>Knowledge of the Data Protection Act</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, and 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>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>High standard of written English, grammar and spelling; a fluent writer able to assimilate complex information and present it in an accessible and attractive manner</td>
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<td>Able to work independently to solve a range of straightforward problems relating to administrative processes</td>
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## Experience

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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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<td>Experience of taking an active part in a team, helping colleagues as required, to ensure tasks are completed on time and to required standards</td>
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## Personal attributes

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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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<td>Highly organised with a proactive, self-starting approach to work</td>
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<td>Enthusiastic and resilient with an eagerness to learn</td>
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<td>Commitment to high quality service delivery</td>
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THE DEPARTMENT

The Department of Physics is a large and active department with research strengths in plasma physics and fusion, nuclear physics and condensed matter physics. It has a proven track record of effective outreach with an extensive and highly successful programme of activities and events engaging with over 25,000 people each year. The webpages give an indication of the activities undertaken and are available at: https://www.york.ac.uk/physics/public-and-schools/

The Astrocampus (the University Observatory) with its associated outreach programme is a flagship initiative. Astronomy and Space Science activities and events engage with children from pre-school through to sixth form in both formal and informal learning environments, as well as with the general public and specialist groups. Further information is available at: www.astrocampus.org.uk

Binding Blocks in a project designed to engage sixth-form students and the general public with the Department's nuclear physics research through the medium of a giant (8m long) Lego® nuclear chart. Further information is available at www.york.ac.uk/physics/bindingblocks

Isaac Physics is an online platform that supports GCSE and A level (or equivalent) students with the mathematical skills needed to be successful in Physics at school level and beyond. Isaac Physics questions can be found at https://isaacphysics.org/ and further information on the York programme is available at https://www.york.ac.uk/physics/public-and-schools/secondary/isaac-y10/ and https://www.york.ac.uk/physics/public-and-schools/secondary/isaac-y12/
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 7276
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 8 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 katherine.leech@york.ac.uk or 01904 32 2209 / 4123

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

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