PA and Undergraduate Administrator
The York Law School

Closing date: 24 July 2019
Interview date: 19 August 2019
Vacancy reference: 7837
INTRODUCTION

We are seeking to appoint a PA & Undergraduate Administrator to join the York Law School admin team. You’ll work closely with the team’s Department Manager and Undergraduate Co-ordinator to provide a friendly, professional and proactive administrative service to both the Head of Department and the undergraduate programmes. This is a new role which will involve looking after all aspects of the first year LLB including assessment, timetabling and recruitment along with being secretary to the Staff Student Forum. Your role will include working at least one day a week in the Pro Bono Clinic alongside the Clinic administrator and assisting the current team with new programmes and administrative tasks. Your work will include advising students on issues affecting them and you will need to help them through a range of problems using University regulations.

We are looking for someone with excellent interpersonal skills, a friendly and helpful manner, who is able to work both as a member of a team and unsupervised under your own initiative. Ideally you will be adaptable and able to work flexibly, under pressure and to tight deadlines and able to deal with sensitive student issues in a calm and professional manner and maintain confidentiality.
Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of the Law School.

Key responsibilities

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

- Apply a good working knowledge of departmental administrative systems to answer queries and resolve problems from colleagues, students and applicants
- 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
- Use University Systems such as VLE, SITS, E-vision as required in the context of the role
- Become a skilled user of specified specialist systems (e.g. VLE) used within your team and undertake training as required to keep skills up to date
- Arranging and servicing meetings, producing accurate and concise notes and minutes of meetings as required
- Provide effective and efficient administrative/secretarial support to senior colleagues
- Act as PA and manage the diary for the Head of Department; typically acting as a point of contact, arranging internal and external meetings and making travel/accommodation arrangements
- Disseminate confidential and sensitive information to senior members of staff within the department or University
- Produce departmental-related documentation using different media, e.g. newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, etc
- Assist in organising all aspects of recruitment of new students including interviews and open days
- Assist in the preparation of relevant department documentation and processes, including all elements of student support administration, e.g. induction, registration, timetabling, assessments and examinations
- Ensure the timely dissemination of information to the appropriate people
- Undertake Reception duties shared within the team
- Provide effective and efficient admin support for the Law Clinic based on campus West at least one day a week during term time including additional cover as needed.
- Support the wider team 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

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>£21,414 - £24,771 a year / Grade 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of work</td>
<td>Full Time / 37 hours a week</td>
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<tr>
<td>Contract type</td>
<td>Open</td>
</tr>
<tr>
<td>Based at</td>
<td>Heslington Campus East and West</td>
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</table>

Act as PA and manage the diary for the Head of Department; typically acting as a point of contact, arranging internal and external meetings and making travel/accommodation arrangements

Disseminate confidential and sensitive information to senior members of staff within the department or University

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

Assist in organising all aspects of recruitment of new students including interviews and open days

Assist in the preparation of relevant department documentation and processes, including all elements of student support administration, e.g. induction, registration, timetabling, assessments and examinations

Ensure the timely dissemination of information to the appropriate people

Undertake Reception duties shared within the team

Provide effective and efficient admin support for the Law Clinic based on campus West at least one day a week during term time including additional cover as needed.

Support the wider team 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

<table>
<thead>
<tr>
<th>Qualifications</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>
<td>Educated to A level or equivalent</td>
<td>Desirable</td>
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<tr>
<td>Administrative or related qualification</td>
<td>Desirable</td>
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<tr>
<td><strong>Knowledge</strong></td>
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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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<tr>
<td>Knowledge of office accounting processes</td>
<td>Essential</td>
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<tr>
<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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<tr>
<td>Knowledge of SITS, E-Vision, VLE</td>
<td>Desirable</td>
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<tr>
<td><strong>Skills, abilities and competencies</strong></td>
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<tr>
<td>Strong IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint</td>
<td>Essential</td>
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<tr>
<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<td>Ability to solve basic problems by following set procedures, and to use initiative to resolve problems</td>
<td>Essential</td>
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<tr>
<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, plan and organise meetings</td>
<td>Essential</td>
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<tr>
<td>Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences</td>
<td>Essential</td>
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<tr>
<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
<td>Essential</td>
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<tr>
<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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<tr>
<td>Excellent communication skills</td>
<td>Essential</td>
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## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Experience</th>
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<tr>
<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<tr>
<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<tr>
<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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<tr>
<td>Experience of using the SITS system, E-vision and VLE</td>
<td>Desirable</td>
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## Personal attributes

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<tr>
<td>Able to work as a member of a team</td>
<td>Essential</td>
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<tr>
<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>Ability to demonstrate discretion and maintain confidentiality</td>
<td>Essential</td>
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<td>Highly motivated, enthusiastic, able to learn quickly and willing to undertake training and learn new skills</td>
<td>Essential</td>
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<tr>
<td>Cultural awareness, sensitivity and empathy with students, colleagues and staff</td>
<td>Essential</td>
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<tr>
<td>A professional and thorough approach to work with attention to detail and commitment to quality</td>
<td>Essential</td>
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<tr>
<td>Able to adapt to change and service improvements</td>
<td>Essential</td>
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<tr>
<td>A commitment to the provision of excellent customer service</td>
<td>Essential</td>
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THE DEPARTMENT

York Law School (YLS) has recently celebrated its 10th anniversary. Over the last 10 years it has grown into a thriving and renowned law school and this post is part of that ongoing growth. The School is known for its distinctive programmes based on problem-based learning (PBL) and its multi-disciplinary research.

YLS admitted its first intake of undergraduate students in October 2008. A Masters programme in International Corporate and Commercial Law was launched in 2009, followed in 2010 by an LLM in International Human Rights Law, and in 2015 by an LLM in Legal and Political Theory. In 2018 we launched new Masters programmes: an LLM in Art Law (jointly with the Department of History of Art) and in 2019 a LLM in Professional Practice (Corporate Commercial) will follow.

In the Research Excellence Framework 2014, the School was joint first for the excellence of its research, 4th for its impact and was ranked 5th overall in the UK with 46% of its publications classed as ‘world leading’ (4*) and 34% ‘internationally excellent’ (3*).

A key characteristic of the research at YLS is its strong multi-disciplinary focus. The School is very well networked with other disciplines and we have highly co-operative relationships with departments across the University. Building on this, YLS is focusing its research effort on key research clusters. All staff are located in at least one research cluster and the clusters play a key role in supporting research applications, mentoring staff in their research development and for facilitating inter-disciplinary working. The cluster are:

- Critical corporate and financial law:
- Regulation, decision and scrutiny:
- Private law in context:
- Rights, equality, citizenship and empowerment:
- Health and well-being:
- Law, justice and power.

As the only Law School in the UK to base our undergraduate degrees on problem-based learning (PBL), we offer a distinctive and dynamic approach to teaching and learning. PBL is also used on our Masters degrees alongside other simulated and experiential forms of learning. The YLS clinic opened its door in January 2011 and undergraduate students have the option to undertake experiential learning through an optional clinic module.
THE DEPARTMENT

Our innovation and attention to the student experience have seen YLS quickly become established as a highly rated law school.

YLS has grown from an initial entry of 75 undergraduate students in 2008 to an annual entry of 220 in 2018. The post graduate taught programmes attract over 50 students a year. We also have a vibrant community of post graduate research students at different stages of their PhDs. In total we have a community of over 600 students and 30 full time academic staff, as well as an active group of part-time PBL tutors. We are now looking to grow and develop our undergraduate and postgraduate degrees.

We are partners with the Politics Department in the Centre for Applied Human Rights. Centre staff provide teaching on our undergraduate degree and lead the LLM International Human Rights Law and Practice.

YLS has sought to establish a key set of values which inform all our work. These are:

- The starting principle is that YLS is a learning community in which staff and students are active participants.
- We have developed a concept of departmental citizenship, and the language of citizenship is used in dealings with staff and students.
- Trust and respect are the important foundation of our relationships.
- We consider that a collaborative approach to all our work and dealings is a good. This is reflected in our approaches to both teaching and research.
- YLS is a learning organisation. In YLS critical reflection – collective and individual - on our values, principles, processes and performance is normal.
- We attempt to foster a culture of respectful informality, in which the importance of learning and the value of all members of the YLS community are given serious recognition, but in which unnecessary hierarchical relationships are minimised where possible.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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 7837
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 24 July 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 louise.prendergast@york.ac.uk

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

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