YCEDE Project Administrator

Department: Executive Operations Department

Hours of work: Part time, 18.5 hours per week (0.5 FTE)

Contract type: Fixed term for three years (31st January 2022-30th January 2025)

Salary: Grade 4, £23,487 to £27,116 per year (reduced pro rata for part time working)
Introduction

Founded on principles of excellence, equality and opportunity for all, the University of York is proud to create an environment that attracts the best staff and students from all over the world. What we gain from our diverse communities is immeasurable. We want all our staff and students to feel they are an integral part of the York community, and together we will create an inclusive culture where everyone can contribute to university life, knowledge and growth.

The University of York has recently been awarded Office for Students (OfS) and Research England (RE) funding in collaboration with the Universities of Leeds, Bradford, Sheffield and Sheffield Hallam, to increase access to postgraduate research for Black, Asian and Minority Ethnic candidates. The Yorkshire Consortium for Equity in Doctoral Education (YCEDE) is an ambitious project that aims to deliver profound structural and cultural change in Higher Education (HE) practices across the five Yorkshire Universities involved in this project, by developing a beacon of best practice that can be advertised and used more widely, to enhance opportunities for postgraduate researchers (PGRs) of colour nationwide.

We are looking to appoint an experienced administrator who will work to support the Project Manager on this exciting opportunity that aims to deliver fundamental changes at an institutional level. You will provide administrative support to help deliver the objectives of YCEDE in tackling race/ethnic inequalities in PGR access by managing and leading on the liaison with internal and external stakeholders including students, PGRs, staff and external organisations. This role is an exciting opportunity for an individual that is looking to provide key administrative support to help deliver systematic changes and build on the University’s commitment to equality, diversity and inclusion. It is important that the post holder understands the lived experience of People of Colour within the Higher Education and/or Research Sectors.

Main purpose of the role

This is an exciting opportunity to support the YCEDE consortium’s project manager (PM) by providing an excellent service of administrative support to assist the PM in organising key activities. We are looking to appoint a confident and experienced individual to carry out a range of administrative processes such as, but not limited to, servicing of meetings, following up of agreed actions to ensure timely completion, event organisation and maintenance of web pages.

You will liaise with key stakeholders to ensure a cohesive approach is maintained across all partner institutions. You will be the first point of contact for internal and external stakeholders and will create and maintain strong relationships. You will liaise with key stakeholders to report on progress of objectives and assist in creating reports for the project manager, as required.

Key responsibilities

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

- Provide excellent customer service to all stakeholders, answering queries and resolving problems regarding a range of University processes and systems
- Undertake a range of administrative duties, making certain that controls are in place to ensure accuracy and timeliness
- Contribute to the ongoing improvement and development of University processes and systems
- Become a confident user of specialist IT systems used by the team, undertaking training as required to ensure that skills are kept up to date
● Analyse, manipulate and interpret information/data and use it to produce reports and other communications. Examples may include. formal correspondence, procedural documents, newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, etc
● Provide effective administrative support to colleagues, which may include the coordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel and events
● Monitor income/expenditure against a budget; processing invoices and orders, in compliance with financial administrative processes and seeking to promote value for money
● Prepare communications and assist in sharing information in a timely and professional manner
● Work proactively as part of a team, including contributing to the training and induction of colleagues or new staff
● Organise events and meetings on behalf of the team as required
● Work flexibly with others to deliver effective and efficient services and support
● Ensure all information and data is managed in line with the relevant University policies

Any other duties that reasonably fall within the scope of the role following discussion with the post holder.
## Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Qualified to 5 GCSE passes at level 4 /Grade C or above (including Maths and English), an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<td>Educated to ‘A’ level or equivalent standard</td>
<td>Desirable</td>
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### Knowledge and experience

| Experience of working in a varied administrative role effectively balancing competing priorities | Essential |
| Experience in the use of relevant IT applications and/or systems including MS Office and/or Google applications | Essential |
| Experience of providing an excellent standard of customer service to a range of stakeholders | Essential |
| Experience of supporting large scale projects, involving multiple stakeholders and partners | Essential |
| Ability to organise and liaise with multiple stakeholders and monitor/track progress | Essential |
| Knowledge of the lived experience of underrepresented communities in Higher Education | Essential |

### Skills, abilities and competencies

| Ability to analyse, interpret and summarise numerical and written information for use in a variety of ways | Essential |
| Excellent interpersonal and communications skills, including face to face, telephone and written communication skills | Essential |
| Planning and organisational skills, e.g. meetings and events | Essential |
| A proactive approach and the ability to apply problem-solving skills | Essential |
| Attention to detail and ability to provide accurate, concise summaries and notes | Essential |
| Able to work flexibly and accurately, under pressure and to tight deadlines | Essential |
| Competent in updating and managing web pages | Essential |

### Personal attributes

| Commitment to work in and contribute to an environment of change and continuous improvement | Essential |
| Commitment to promoting equality and inclusive practice to enhance the University experience for all | Essential |
| Commitment to collaborative working | Essential |