Management Team
Administrator

Department: Biology
Hours of work: Full Time | 37 hours per week
Contract type: Open
Salary: Grade 5 | £27,131 - 33,314 per year
Main purpose of the role

Introduction

The Department of Biology has >85 Academic and Teaching staff, >100 Research staff and >150 Professional Support Staff and is the largest Department. We are looking to appoint an experienced Administrator with excellent organisational skills to join the Department Management Team (DMT) Hub. This is a key role within our professional support staff cohort. The role will undertake a range of specialised administrative activities in order to facilitate and support the strategic operations of the Department Management Team within the Department. The role holder will be required to deputise for the Administration Manager when appropriate so an understanding of Departmental project work and Human Resources requirements (i.e. recruitment, fixed term contracts/fixed term funding processes, sickness and other types of leave etc) would be advantageous as will experience of large event planning and committee services.

Key responsibilities

To undertake a range of specialised, administrative activities in order to facilitate and support the strategic operations of the Department Management Team within the Department of Biology.

1. Role Specific Responsibilities
   - To deputise for the Administration Manager where appropriate, which will include understanding and implementing departmental procedures (e.g. senior recruitments, departmental events, performance review). This will also include the supervision and division of workload of 4 administrators in the absence of the Administration Manager.
   - Organise, and coordinate the Departmental Research Away Day (RAD) involving >300 members of staff and students and the Department’s Research Strategy Day involving >70 members of staff. Liaise with external industry suppliers and conference venues. Work closely with the Chair of the RAD Committee, scheduling meetings with relevant Committee members and venues etc. Write and prepare summaries of meetings, ensuring action points and targets are met. Monitor and manage spending and income for the event.
   - Lead on large departmental projects e.g. Flexileave App, Performance Reviews collaborating with relevant Departmental Team Heads and central teams.
   - Acting as the first point of contact for the Head of Department and manage the Head of Department’s budget/expenses.
   - Develop a sound understanding of the areas of responsibility that fall within the Department Management Team’s remit.
   - Manage all aspects of the organisation of key note departmental visits, conferences and major events. Liaising with appropriate staff across the University to coordinate events such as visits by internal and external agencies.
   - Responsible for providing efficient secretariat support e.g. coordinating projects on behalf of DMT members. Developing, implementing and/or overseeing project plans across a wide range of areas.

2. University of York Responsibilities for Grade 5

Service and Operational Delivery
   - Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
   - Deliver services to standards set by others, using initiative and independent action to meet service needs.
   - Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
   - Where appropriate, solicit customer views on the nature and quality of the service provided.
   - Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
• Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
• Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
• Contribute to and/or initiate the development and improvement of methods of service delivery.
• Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
• Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution
• Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
• Carry out investigations, searches and research information and data to identify trends and patterns.
• Analyse data and statistics and provide reports for higher level decision makers.
• Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication
• Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
• Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
• Engage with external peers and specialists to exchange knowledge and information.
• Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
• Collaborate with team members to identify and implement service improvements or alterations.

Governance and Oversight
• Implement and monitor recognised procedures to ensure compliance.
• Provide training to team members on procedure e.g. data handling and recording.
• Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation
• Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
• Contribute to longer term plans/programmes of work.
• Plan and organise small scale projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## Person specification

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Knowledge of HR processes and relevant legislation</td>
<td>Essential</td>
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<tr>
<td>Ability to interpret policies and regulations, applying them and providing advice to others on the content and process</td>
<td>Essential</td>
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<td>Experience of organisation and coordinating large scale events</td>
<td>Essential</td>
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<td>Experience of building relationships both departmentally and across the wider University</td>
<td>Essential</td>
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<td>Handling competing priorities, organising own workload and the workload of the Department Management Team Hub members to meet deadlines.</td>
<td>Essential</td>
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<td>The ability to work independently without direct supervision</td>
<td>Essential</td>
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<td>Experience of working on large, departmental level projects</td>
<td>Essential</td>
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<td>Experience of high-level committee servicing</td>
<td>Essential</td>
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<td>Sound problem solving skills and the ability to make judgement and take initiative when dealing with complex queries</td>
<td>Essential</td>
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<td>Experience of managing budgets</td>
<td>Essential</td>
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### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please view the full list). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.  

### Skills - demonstrates the ability to:

| Manage small-scale projects                                                 | Essential             |
| Gather, analyse, interpret and report data/information                       | Essential             |
| Use digital technologies including Google applications and/or Microsoft Office | Essential             |
| Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential             |

### Behaviours:

| Works collaboratively with others                                          | Essential             |
| Delivers a quality service                                                 | Essential             |
| Develops self and others                                                   | Essential             |
| Actively champions respect, inclusivity, equality and diversity             | Essential             |
| Identifies and implements continuous improvement | Essential |