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| **Post Details** | | **Last Updated: 28**/02/2023 | | | |
| **Faculty/Administrative/Service Department** | Faculty of Engineering & Physical Sciences (FEPS) | | | | |
| **Job Title** | Administrator | | | | |
| **Job Family** | Professional Services | | **Job Level** | 3 | |
| **Responsible to** | Research Group Administration Manager | | | | |
| **Responsible for (Staff)** | N/A | | | | |
| **Job Purpose Statement**  To act as the personal assistant of the group leader and assist the Research Group Manager in all matters relating to the administration of the Surrey Circular Economy Group. The post holder provides administrative support to the group Leaders and project manager on all matters relating to the running of the research group. The post holder contributes to the efficient operation of the research group and is responsible for ensuring the administrative requirements are implemented effectively and maintained in accordance with the Faculty and University policies and procedures. The post holder needs to be flexible and be able to maintain good working relationships across the University, including academic, research and professional services staff. | | | | | |
| **Key Responsibilities** This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) | | | | | |
| 1. Act as the personal assistant of the group leader. Provide effective diary management and support. 2. Support the Group Research Manager with the operational management and delivery of services. Provide a high-level customer service to internal and external stakeholders, providing effective advice and co-ordination of administration matters, including but not limited to; appraisals, visiting staff, probation staff administration, staff absence, annual leave, facilities, travel, administrative support for training (including Health and Safety), as well as general queries relating to the group. 3. Assist with project budgets and finance, highlighting any potential issues and ensuring that decisions are made in line with University policies and procedures. Deal effectively with Finance-related queries and processes, including staff expenses claims, orders, invoices, and other financial forms. 4. Organise meetings and events, including conferences, away days and workshops; liaising with internal and external stakeholders, arranging dates, venues, catering, travel etc. Committee servicing of meetings 5. Support with recruitment matters. Plan for the arrival of new group member starters and leavers (staff and visitors,), organise office/desk space, equipment and assist with the group Induction. 6. Provide effective advice and support to group members and students on administration matters, including but not limited to travel, expenses, facilities, and HR matters such as appraisals, probation, and academic absence. 7. Ensure the group and project websites are maintained, updating staff and student information and publishing material as required. Gather and prepare content for project communications, including Social Media and marketing materials.   **N.B. The above list is not exhaustive.** All staff are expected to:  * Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. * Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. * Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. * Undertake such other duties within the scope of the post as may be requested by your Manager. * Work supportively with colleagues, operating in a collegiate manner at all times.   **Help maintain a safe working environment by:**   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.   Following local codes of safe working practices and the University of Surrey Health and Safety Policy. | | | | | |
| **Elements of the Role**  This section outlines some of the key elements of the role, which allow this role to be evaluated within the University’s structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role. | | | | | |
| **Planning and Organising**   * The post holder will have the freedom to manage their individual work tasks as appropriate and will be expected to demonstrate initiative in organising their work towards key deadlines set by the School Administration Manager, Senior Leadership Team, and Faculty. * Requests for work and information will arise from a variety of stakeholders, including (but not limited to) the Head of School, Senior Leadership Team, School Administration Manager, staff, students, visitors, Faculty and University staff. The post holder will be expected to review, prioritise, and respond to these requests using their experience and judgement about deadlines and importance. | | | | | |
| **Problem Solving and Decision Making**   * When deciding upon a course of action to resolve a problem, the post holder will normally draw upon their previous experience as well as referring to Faculty and University policies and procedures. * When managing more complex problems, the post holder will be expected to review and analyse the problem, putting forward a solution to the School Administration Manager. | | | | | |
| **Continuous Improvement**   * The post holder will be required to suggest improvements or developments to current working practices in order to ensure the smooth running of the service they provide and may be required to implement these, after consultation with the School Administration Manager. | | | | | |
| **Accountability**   * The post holder is expected to exercise judgement in the management and planning of their day-to-day activities, ensuring work is prioritised so that key deadlines are met. * The post holder will be expected to have a sound knowledge of appropriate policies and procedures relating to their role, referring to them to resolve problems and issues as they arise. | | | | | |
| **Dimensions of the role**  The post holder will provide administrative assistance to the PI, the group manager and the research group with 10-15 staff and PhD students. | | | | | |
| **Supplementary Information**  n/a | | | | | |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | | | | |
| **Qualifications and Professional Memberships** | | | | |  |
| HNC, A Level, NVQ 3, HND level or equivalent relevant work experience  OR  Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles | | | | | E |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance). | | | | **Essential/ Desirable** | **Level**  **1-3** |
| Good Organisational Skills | | | | E | 2 |
| Good Microsoft Office Skills (Word, Excel, Outlook) | | | | E | 2 |
| Aptitude for learning specialised equipment, software and procedures | | | | E | 2 |
| Experience of working independently without supervision whilst recognising the need to keep others informed | | | | E | 2 |
| Experience/understanding of working with budgets | | | | E | 2 |
| Experience of supervising staff | | | | D | n/a |
| Experience of webpage maintenance and professional social media | | | | D | n/a |
| Experience of the Higher Education Sector | | | | D | n/a |
| Working knowledge of the activities of other areas of the University relevant to the Faculty/Department/work unit | | | | D | n/a |
| **Special Requirements:** | | | | | **Essential/ Desirable** |
| n/a | | | | | n/a |
| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade. | | | | | **Level**  **1-3** |
| Communication  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Continuous Improvement  Problem Solving and Decision Making Skills  Managing and Developing Performance  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking & Leadership | | | | | 2  2  2  2  2  2  1  1  1  1 |
| This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.  Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose. | | | | | |
| **Organisational/Departmental Information & Key Relationships** | | | | | |
| Background Information: The research group is based at the School of Chemistry and Chemical Engineering | | | | | |
| Department Structure Chart | | | | | |
| Relationships **Internal**   * The post holder will work closely with the Surrey PI and the Group Manager. * The post holder will liaise with the University’s Research Support staff (including pre and post award teams, legal contracts and finance) regarding funding aspects,   **External**   * Visiting staff and students * Partner organisations / institutions * Suppliers / service providers * Public | | | | | |