

Post Details		Last Updated: 23/12/2015	
Faculty/Administrative/Service Department	Faculty of Arts and Social Sciences (FASS)		
Job Title	Faculty Administrator		
Job Family	Professional Services	Job Level	2b
Responsible to	Associate Dean (Research)		
Responsible for (Staff)	n/a		

Job Purpose Statement

Working closely with the Associate Dean (Research), the post holder provides administrative support for a wide variety of activities in the Faculty. The post holder will assist with Faculty administrative processes and activities relating to research, including events intended to communicate and support research development and other initiatives and projects to support staff development and research grant activity, at the direction of the Associate Dean (Research).

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. Provision of administrative support for research activities related to the remit of the Associate Dean (Research).
2. Provision of administrative support for research centres to ensure efficient use of the staff research time and the successful delivery of the research centre objectives.
3. Provision of administrative support for organising of internal research-related conferences and meetings.
4. Provision of Faculty administrative support for research-related initiatives such as Athena Swan, Gender quality mark, impact strategy and ethical approvals,
5. Maintenance of FASS/School web pages to ensure visibility for FASS research.
6. Maintenance of the Faculty Research staff portal to support research processes and information delivery to academic staff.
7. Service research related committees (to include the organisation and minute taking of meetings) and ensure action points are followed up.

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

Projects and tasks will mainly be initiated by the Associate Dean (Research). S/he will use initiative and judgement in the arrangement of immediate work priorities in order to react to changing priorities and conflicting demands, although they will need to demonstrate an ability to manage conflicting deadlines on occasion.

Problem Solving and Decision Making

The post holder will generally work within set guidelines and procedures and will handle routine issues on a day to day basis using their initiative and prior experience to find solutions to non-routine issues. In cases where problems are more complex or there is a conflict of priorities the post holder will be able to refer to their line manager or more senior colleagues.

Continuous Improvement

The post holder will be expected to reflect on current administrative procedures and processes and recommend improvements to their line manager to assist the Faculty in the management of its research activity.

Accountability

The post impacts across both the Faculty and other University Departments including Research and Enterprise Support (RES) in the communication of data and information.

Dimensions of the role

There are no line management or budgetary responsibilities.

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

Minimum of GCSE Level English and Maths (Grade C or above) or equivalent qualification, plus some relevant work experience

Or

A significant amount of experience within a similar role

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 operational knowledge of Microsoft Office

E

2

Good operational knowledge of SharePoint or ability to learn

E

2

Experience of using content management systems or ability to learn

E

3

Minute taking

E

1

Knowledge of challenges and objectives relating to research in Higher Education

D

n/a

Core Competencies

Level
1-3

Communication

2

Adaptability / Flexibility

2

Customer/Client service and support

2

Planning and Organising

2

Continuous Improvement

1

Problem Solving and Decision Making Skills

2

Managing and Developing Performance

n/a

Creative and Analytical Thinking

n/a

Influencing, Persuasion and Negotiation Skills

n/a

Strategic Thinking & Leadership

n/a

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

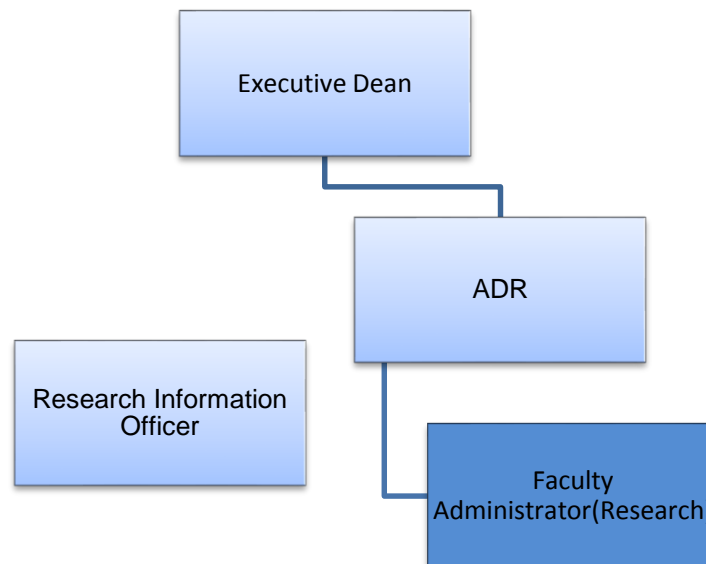
The Faculty of Arts and Social Sciences provides internationally recognised undergraduate and postgraduate degrees. Each year the Faculty welcomes more than five thousand bright and dedicated students onto its degree programmes. In FASS, we emphasise the value of research alongside our conservatoire culture of learning by doing. It is proud of the exceptional student experience and quality teaching as demonstrated in its ongoing success in national league tables.

The Faculty is made up of eight Schools and Departments; Arts, Economics, English and Languages, Hospitality and Tourism Management, Law, Politics, Sociology, and Surrey Business School. Within these are a number of research groups and centres, including Surrey Morphology Group, Centre for the Digital Economy and the Centre for International Macroeconomic Studies.

The Faculty of Arts and Social Sciences (FASS) produces top quality research and saw recent successes in the REF 2014, particularly in Economics, Sociology, English and Languages and Hospitality and Tourism Management. All areas of the Faculty continue to drive forward the highest quality research outputs, impact and environment with ambitions to be world renowned across its disciplines.

The Faculty has strong links to business and enterprise; working to emphasise the need for business research and teaching to be aligned with the fast-changing nature of the economy and to build substantive bridges to science and technology interests to help accelerate the commercialisation of innovation.

Department Structure Chart



Relationships

Internal

- The post holder will have regular contact with the Associate Dean (Research), Heads of School, Research Directors and Research Centre Directors within the faculty to ensure efficient and effective research support.
- S/he will work closely with the Faculty Research Information Officer.
- S/he will also work closely with RES, Marketing and Events, Finance and PGR Programme staff.