

Administrative Assistant

School	Centre for Youth & Criminal Justice (http://www.cycj.org.uk/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	28288
Reports To	Practice Development Manager	Grade:	4
Salary Range:	£18,734 - £20,989 (pro rata)	Contract Type:	Fixed Term Until 31/03/16
FTE:	3 Days (must include a Friday)	Closing Date	Sunday, 8 November 2015

Job Advert

This is an exciting opportunity to work for the Intervention for Vulnerable Youth project which is a part of the Centre for Youth and Criminal Justice (CYCJ). The IVY project was introduced by CYCJ to promote best practice in forensic mental health risk assessment and management for young people who present a serious risk of harm to others. IVY is based on awareness that a significant proportion of young people with severe conduct and offending behaviour problems do not have access to services capable of meeting their complex needs. It is a national service, which is funded by the Scottish Government and free for professionals to refer to.

We are looking to recruit an experienced administrator to provide organisational and administrative support to the IVY Project, as well as acting as the first point of contact for all Centre inquiries.

You will be an experienced administrator with the ability to manage own workload, demonstrate initiative and work within a high paced environment. It is essential that you have good IT and communication skills and are able to work to tight deadlines.

Applications from individuals with experience of administration in a busy office environment or with a relevant HNC and relevant work experience are welcomed.

Job Description

Brief Outline of Job:

Provide general administrative support to the IVY Team including responding to and dealing with queries, organising and providing meeting support and administering events.

Main Activities/Responsibilities:

1.	Act as first point of contact, dealing with a range of internal and external stakeholder queries and requests, resolving in a timely manner and referring to the appropriate senior colleague when necessary.
2.	Organise IVY clinics for external referrals, liaising with referrers and meeting/greeting IVY visitors.
3.	Support the co-ordination and allocation of work within the IVY team.
4.	Maintain the IVY database by inputting data as requested, ensuring stakeholder information such as contact details, remains up to date.
5.	Coordinate diaries for IVY team members, liaising with internal and external stakeholders, booking rooms and catering via University systems when required.

6.	Provide meeting support including issuing agendas, production and distribution of formal minutes and check progress of actions to ensure deadlines are met
7.	Provide administration support to the lead clinician and IVY team; preparing papers such as reports, prior to clinics/meetings.
8.	Administer and promote events such as conferences or seminars and assist in the running of the event/conference, demonstrating a high degree of personal initiative.
9.	Handle sensitive and confidential information in line with University policies and procedures.
10.	Other general office duties as required.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E.1 Educational qualifications to SCE Higher grade or equivalent and demonstrable relevant administration experience within a busy office environment

D.1 An HNC in Business Administration or related subject

Experience

E.2 Experience of developing effective working relationships with both external and internal stakeholders

E.3 Competent in IT packages, such as Microsoft Office applications (Outlook, Word, Excel, Access, PowerPoint) and records management systems

D.2 Experience of supporting committees and producing minutes

Job Related Skills and Achievements

E.4 Ability to work independently and manage own workload

E.5 Ability to work to tight deadlines, prioritise tasks and deal with high volumes of paperwork and data entry

E.6 Well-developed team working abilities

E.7 Good attention to detail, ensuring a high level of accuracy

E.8 Aware of the need for maintaining the confidentiality of sensitive information

Personal Attributes

E.9 Good oral and written communication skills

D.3 Excellent organisation and time management skills

Other Relevant Factors

D.4 Familiarity with University procedures and systems

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Mrs Fiona Dyer, Practice Development Manager, Centre for Youth and Criminal Justice (fiona.dyer@strath.ac.uk 0141 444 8741).

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Interviews

Formal interviews for this post are likely to be held on 17 November 2015.

Equality and Diversity

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

We value diversity and welcome applications from all sections of the community.



Conditions of Employment

Administrative and Professional Services Staff Grades 3 to 5

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises UNISON as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 3 to 5. Such terms and conditions may be varied by the University Court after negotiation and consultation with UNISON.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 6 months. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 August each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

4. HOLIDAYS

Annual leave entitlement is 27 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, annual leave entitlement will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the

general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

New members of staff, aged under 75, will be admitted to membership of the Universities Superannuation Scheme (USS) on taking up appointment. USS requires a contribution from the member (currently 6.5 per cent of salary for the Career Revalued Benefits section of the scheme and 7.5 per cent for the Final Salary section), to which a contribution of salary is added by the University as required by USS. If a new member of staff has previously been a member of USS and re-joins the scheme on or after 1 October 2011 they will be eligible to re-join the Final Salary section of the scheme if they:

- Have left before 1 October 2011 and have deferred benefits in USS and re-join before 1 April 2014; or
- Have left or leave the Final Salary section after 30 September 2011 and re-join the scheme within 30 months of leaving.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk).

Information regarding pension scheme membership can be found on the Finance webpage. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

9. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least one month's notice, in writing, on either side, except during the probationary period when the notice period is one week. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.