

Faculty Administrator (Academic)

Faculty	Strathclyde Business School (www.strath.ac.uk/business/)		
Staff Category	Administrative and Professional	Reference No	476735
Reports To	Senior Faculty Administrator (Academic)	Grade:	5
Salary Range:	£24285 - £27131	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	07/10/2022

Job Advert

The Strathclyde Business School seeks to appoint an enthusiastic and committed individual to a role supporting the Vice-Dean (Academic), (VDA), Associate Deans (AD), Faculty Manager (FM), Deputy Faculty Manager (DFM), Assistant Faculty Manager (AFM) and Senior Faculty Administrator (Academic) (SFA). For this key post, based in the busy Faculty and Undergraduate Office of the Business School, the post holder will be expected to have significant appropriate office administrative experience, with a working knowledge of standard office IT packages, including databases and spreadsheets, with excellent organisation, communication and team working skills. Higher or Further Education experience is sought for applying to this post. Key roles would include diary, meeting and event management, minute taking and financial processing.

Job Description

Brief Outline of Job:

Supporting the governance and management of the Business School which includes working as part of the Academic Quality team and providing support to the relevant members of the team. . Organising meetings and events, minute taking, drafting background papers, diary management, support for Exam Boards, Appeals Committees, Complaints, CCAP proposals and financial processes (via the University's FMS system). The post holder will be expected to have excellent organisational, IT (Excel, Word), numeracy, communication and report-writing skills, along with attention to detail. Will possess excellent interpersonal skills and a positive, can-do attitude for this role, which will involve a wide range of interaction with staff and students at all levels both within and out with the University. Will also be well-organised with a flexible approach and be able to demonstrate the ability to prioritise competing tasks within a demanding workload. Ideally will have relevant experience and knowledge of University structures and processes. Reporting to the Senior Faculty Administrator (Academic), the post holder will be expected to undertake a broad range of administrative services, which require experience, personal responsibility and initiative consistent with the grade of the post as detailed below.

Main Activities/Responsibilities:

1.	Providing administrative and organisational support to the relevant members of the team; managing diaries, including prioritising availability and arranging meetings and events with multiple participants
2.	Communicating with a wide range of stakeholders, the post holder will act as a first point of contact for the Faculty Office Team and specifically for matters relating to Academic Quality, dealing with enquiries and requests for information and advice independently and proactively where possible, and identifying issues to be referred to the relevant member of the team or an alternative member of staff; assist in the smooth running of the team, covering for other members of staff when necessary, and handle all queries in a way that positively builds good working relationships and enhances the School's image
3.	Prioritising incoming business for the attention of the relevant member of the team, and sourcing necessary background information on matters where required; and progressing matters on behalf of the team, disseminating information for them and progressing follow up actions

4.	Providing a full range of committee and meeting support activities, including diary coordination, preparation and circulation of committee papers; this will include 'away-day' events for the senior management team, and the occasional event. The post holder will also attend meetings to take minutes and follow up on agreed actions as appropriate, especially for the academic quality portfolio
5.	Support processes in relation to appeals and complaints, setting up meetings as appropriate, preparing paperwork, taking minutes, and relaying outcomes, all within given timeframes
6.	On occasion, drafting emails and letters, and dispatch of same, on behalf of the team
7.	Provide support for projects, including the preparation and manipulation of various types of information and data, leading to the production of accurate and well-presented reports using information secured from a number of sources, clarifying content in Faculty meetings
8.	Liaise with academic departments to initiate and implement any agreed actions, or the introduction of University or Faculty policies and procedures as required. This is to ensure consistent practice where possible and enhance the student experience
9.	Support the School's accreditation processes as required; production of reports and collation of information; arrangement of meetings and visits as required in liaison with colleagues within the Faculty Office, the School and University more widely
10.	Managing support processes for the Faculty Office Team including assisting the FM with Finance support duties via the University's finance system (FMS) including raising purchase orders and organisation of finance reports; assisting with e-filing and clerical duties, including reception duties as required; and making travel arrangements when required
11.	Maintaining the Office files (electronic and hardcopy); the School's intranet (Sharepoint) information within the remit of the Faculty Office as required, with particular regard to data protection and the data retention requirements
12.	Other duties as required in support of the Team and consistent with the grade and the workload

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)

E1 HND Business Administration or similar

D1 Relevant further qualifications (e.g., ECDL)

Experience

D2 Working in a Higher/Further Education environment

E2 Experience of working in a sector where quality management is a key priority

E3 Liaising and communicating, both written and verbal, with a variety of stakeholders, both internal and external to the organisation

E4 Committee support: significant experience of organising meetings, first draft of agenda, issue of papers, minute taking, and tracking of any resulting actions

D3 Experience of initiating or contributing to improvement in business processes and systems

E5 Diary management and experience of prioritising busy diaries and workloads for self and others to ensure the smooth running of the office/portfolios

D4 Experience of financial processes and support, ideally with Agresso or a similar system

E6 Working within a team

E7 Demonstrate competency in using appropriate internal IT systems, such as student records systems, application portals, booking systems or virtual learning environments (VLEs)

D5 Experience of records management, especially in regard to student record, including in the context of data protection regulations

Job Related Skills and Achievements
E8 Excellent IT knowledge and experience – Microsoft Office
E9 Experience of working independently within a defined role/task
E10 Experience of the use of spreadsheets (development and use to produce basic reports)
D6 Experience of the use of databases (data entry and producing basic reports)
E11 Knowledge/experience of role appropriate policies and procedures, specifically related to quality management/customer experience
Personal Attributes
E12 Possessing a close attention to detail and able to deliver high quality work, adhering to tight deadlines
E13 Able to take initiative and exercise personal judgement where required and to be adaptable to the management of tasks
E14 Willingness to continue professional development, expanding knowledge and learning
E15 Be aware of the need for maintaining the confidentiality of sensitive information

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted 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 Karen Graham, Assistant Faculty Administrator (Academic), email - (karen.graham@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#)

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 Local Government Pension Scheme (LGPS) in Scotland. Further information regarding this scheme is available from [Payroll and Pensions](#).

Interviews

Formal interviews for this post will be held on 14/10/2022.

Equality and Diversity

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

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.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



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 at the appointed grade, 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

At the start of their appointment, new members of staff aged under 75 will automatically be admitted to membership of the Local Government Pension Scheme (LGPS). If you are already in receipt of a pension from LGPS and your benefits relate to service prior to 01/04/2015 then you are required to notify the scheme of your new position regardless of whether you decide to remain a member of the scheme at the University of Strathclyde.

LGPS requires a contribution from the member and a contribution, as a percentage of pensionable pay, is made by the University. The contribution rates that currently apply can be viewed here: - <https://www.spfo.org.uk/index.aspx?articleid=14879>.

If your post is located out with the UK in an EU member state, then pension rules do not permit us to enrol you to the scheme.

New members of staff may opt out of LGPS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. Any member of staff choosing to withdraw from LGPS during their employment with the University, and who is withdrawing after three months' membership but with less than two years' membership, may be entitled to a refund of contributions (less any statutory deductions). Staff withdrawing from the Scheme with more than two years' membership are entitled to a deferred pension benefit. Any member of staff who wishes to opt out should contact the Pensions Team, Finance, in the first instance (pensions@strath.ac.uk).

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding LGPS can be found on the LGPS website – www.spfo.org.uk/index.aspx?articleid=14440

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.