

# Administrative Assistant

Department	Design, Manufacture and Engineering Management ( <a href="http://www.strath.ac.uk/dmem/">www.strath.ac.uk/dmem/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Administrative and Professional	Reference No	I52411
Reports To	Departmental Administrator	Grade:	5
Salary Range:	£22,659 - £25,482	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	Sunday, 11 November 2018

## Job Advert

The Department of Design, Manufacture and Engineering Management is seeking to appoint an Administrative Assistant to provide support initially for Postgraduate Taught (PGT) courses and student administration. The post holder will also be the lead administrator for Department finance administration. The successful candidate will join the administration team which provides support for the Department's key areas of business including teaching and learning and research and knowledge exchange and will be expected to demonstrate considerable flexibility as the post will offer a variety of duties and responsibilities.

Educated to a minimum of HNC level, or equivalent, or with relevant experience in a similar role, you will have excellent verbal and written communication skills and good interpersonal skills. Most importantly, you will possess good team working skills, balanced with the ability to organise your own workload within a busy office environment. You will have an ability to work under pressure, on your own initiative and will be IT literate with experience of Microsoft packages such as Office and Excel. You will have experience of financial management with experience of the University's current Financial Management System 'Agresso' desirable. Experience of Postgraduate Taught administration and recruitment is highly desirable.

## Job Description

### Brief Outline of Job:

The post holder will work as part of a team to provide support for the Department's postgraduate programme portfolio and act as the main administrative contact for Department finance-related matters.

### Main Activities/Responsibilities:

1.	Supporting the Department's marketing activities for promotion of the Department's PGT courses including reviewing and updating PGT marketing materials e.g. web pages
2.	Advising on student matters pertaining to course administration, including sound knowledge of course regulations and student curriculum.
3.	Administering the PGT Exam Board and liaising with internal and external colleagues as appropriate, including associated checks on students' curriculum, identifying any anomalies and discussing resolutions for these with the Postgraduate Leader.
4.	Overseeing the process of reviewing and updating the PGT student handbook and associated documents, and identifying new content for the Handbook.
5.	Providing support for financial administration to the Head of Department, via the Director of Operations, including producing financial reports.
6.	Managing Department budgets and associated transactions to ensure financial compliance.

7.	First point of contact for members of staff requiring guidance on the use of the University's financial management system.
8.	Coaching administrative colleagues on various aspects of financial administration.
9.	Disseminating new financial information received from University and incorporating this into existing Department financial management practices to ensure compliance.
10.	Providing admin support for the Director of Teaching & Learning, in regard to PGT administration.
11.	Co-ordinating and organising the PGT Student Induction session, reviewing and making recommendations for improvement.
12.	Provision of ad hoc support for Departmental Boards and Committees, including support for the Postgraduate course reviews and accreditation processes.
13.	Providing support for shared activities on a rotational basis with other members of the admin team e.g. return of assessment marks, timetabling co-ordination activities.
14.	Any other duties as deemed appropriate by the Head of Department/Line Manager

## 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 Educated to a minimum of HNC level, or equivalent qualifications or equivalent relevant experience in a similar role.

### Experience

E.2 Previous administrative experience within a Higher Education Institution or similar environment

E.3 Previous experience of financial administration.

### Job Related Skills and Achievements

E.4 Excellent IT skills, with the ability to use a range of Microsoft Office packages

E.5 Excellent administration skills

E.6 Ability to plan and prioritise own workload

E.7 Excellent oral and written communication skills

E.8 Good team working skills

E.9 Experience of coaching and mentoring in the workplace

E.10 Ability to problem solve and to identify opportunities for improving business processes

D.1 Experience of student administration in an HE environment

D.2 Experience of financial administration in an HE environment

D.3 Experience of using Agresso for financial management

D.3 Experience of implementing marketing initiatives relating to student recruitment

### Personal Attributes

E.11 A flexible and enthusiastic approach

E.12 A friendly and helpful disposition

E.13 Ability to work under pressure and to apply initiative

E.14 A positive attitude towards learning and adapting to new tasks

## 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 Caroline McGuire, Departmental Administrator/Student Recruitment Co-ordinator ([caroline.mcguire@strath.ac.uk](mailto:caroline.mcguire@strath.ac.uk); 0141 548 2839).

### 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](#).

### Conditions of Employment

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

### 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 will be held on Monday 19 November 2018.

### 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.

