

Administration & Communications Assistant

Work Area	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	15155
Reports To	Knowledge Exchange Officer	Grade:	5
Salary Range:	£21,391 - £24,057	Contract Type:	Fixed Term (12 months) Maternity cover
FTE:	1 (35 hours/week)	Closing Date	Wednesday, 11 March 2015

Job Advert

The Centre for Youth and Criminal Justice (CYCJ) has been established in the School of Applied Social Sciences. The Centre is funded by Scottish Government and provides practice support to practitioners and managers in the delivery of youth justice services. This post will provide organisational, administrative and communications support for the Centre. CYCJ are looking for someone with excellent organisational and communication skills, to cover a period of maternity leave to 31 March 2016. The post holder must have specialist knowledge and skills in administration and communications to a wide range of stakeholders, coupled with good administrative and IT skills, gained through previous relevant work experience. Candidates should be educated to an HNC level qualification or have relevant work experience.

The post holder must plan and organise their own work, co-ordinating the various strands of their responsibilities to ensure that end results are effectively achieved. This forward planning is normally for weeks or months ahead, for example organising complex conferences, training events or seminars.

Job Description

Brief Outline of Job:

This is an exciting opportunity to work as part of the Centre for Youth and Criminal Justice (CYCJ). You would be providing organisational, administrative and communications support to the Centre as well as being the first point of contact for all enquiries.

Main Activities/Responsibilities:

1.	Deal with stakeholder enquiries, deciding what action is required and when to pass complex enquiries to others.
2.	Administer, promote, evaluate and assist in running events such as conferences or seminars, requiring a high degree of personal initiative and responsibility including assistance with the annual youth justice conference.
3.	Provide meeting support including issuing agendas, production and distribution of formal minutes and progress chasing to ensure deadlines and actions are met.
4.	Proof reading and editing all materials produced by the team for wider dissemination.
5.	Compiling, writing, editing, proofing, sending out and promoting the monthly e-bulletin, info sheets and briefing papers and all CYCJ communication.
6.	Managing CYCJ's social media accounts: Facebook, Twitter, Pinterest as well as maintaining and updating resources and

	information on CYCJ website and CYCJ blog.
7.	Analysing web activity via Google Analytics to prepare reports for quarterly reports to Scottish Government.
8.	Editing Practice Guidance sections and keeping this updated annually on the CYCJ website.
9.	Develop and maintain spreadsheets and simple databases and produce information for quarterly reports to Scottish Government.
10.	Assisting journalists seeking comment by acting as a liaison point with the CYCJ team.

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 HNC in a relevant subject or significant relevant work experience

Experience

E.2 Experience of event planning and administration

E.3 Experience of diary management and organising meetings

E.4 Experience of writing, editing and proofing documents

E.5 Experience of maintaining social media accounts

D.1 Knowledge of PC software and systems, including the ability to set up and configure systems and trouble shoot problems to ensure first level support

D.2 Knowledge of University policy, procedures and IT systems (e.g. Personnel or Finance Office procedures, awareness of Freedom of Information, Data Protection, PECOS)

Job Related Skills and Achievements

E.6 Good verbal communication and written skills

E.7 Strong IT skills including proficiency with office packages

E.8 Excellent customer service with the experience of liaising with a wide variety of stakeholders at all levels

Personal Attributes

E.9 Ability to work under pressure and prioritise appropriately whilst maintaining attention to detail

E.10 Be able to work independently and prioritise own workload, managing competing demands

E.11 Ability to work flexibly across the organization

E.12 Well-developed team working abilities

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted before interview without 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 Charlotte Morris, Knowledge Exchange Officer (charlotte.morris@strath.ac.uk).

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](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on Tuesday, 24 March 2015.

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.



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, holidays will be calculated on a pro-rata basis. For calculation of entitlement, annual leave accrues on the basis of 2.25 days per complete calendar month to be taken within the leave year which begins on 1st October.

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.**

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.