

# Administrator – maternity cover (CELCIS)

Department	Centre for Excellence for Children's Care and Protection (CELCIS) ( <a href="http://www.celcis.org/">http://www.celcis.org/</a> )		
Faculty	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
Staff Category	Administrative and Professional	Reference No	414166
Reports To	Admin Co-ordinator	Grade:	4
Salary Range:	£20600 - £22847	Contract Type:	Fixed Term (Until Jan 2023)
FTE	1 (35 hours/week)	Closing Date	09/01/2022

## Job Advert

This is a great opportunity for an aspiring administration assistant to develop your skills and experience working in a busy cross function role. If you are you super organised and enjoy working in a fast pace environment, then read on and come and work for the Centre for excellence for Children's Care and Protection (CELCIS). This post is to cover maternity leave.

Supporting the wider team, the role involves providing general office and other day-to-day administrative support across all aspects the organisation. This will include financial administration, supporting HR processes, maintaining databases, working and developing relationships with key internal stakeholders and organisation of and support in the delivery of team meetings. In addition, you will assist with support to conferences and events as well as being involved in the development and delivery of administration processes and procedures for CELCIS.

You will be working remotely at home until CELCIS, and the University has ensured it is safe and essential to work in the office (we are based in the Curran Building at the University of Strathclyde, Glasgow), and you will have to support working from the office during the course of the contract.

You will have good skills involving organisational and planning, confidence in using a wide range of IT platforms although training will be provided, and good interpersonal and communication ability to build positive working relationships. You will be capable of undertaking the role with a level of personal responsibility and as a versatile and enthusiastic administrative professional you will embrace and adapt to new challenges.

You will enjoy working collaboratively within a busy but supportive team and working across CELCIS to provide a quality administrative service.

### About CELCIS

At CELCIS our ultimate goal is simple. We want to make a big difference. All of our work is dedicated to making positive and lasting improvements in the lives and experiences of children living in, and on the edges, of care.

We work in close partnership with carers, social workers, teachers, health professionals, charities, the police, local authorities, and the Scottish Government, sharing our collective skills, knowledge and expertise to develop the best possible systems and practice for children in and on the edges of care. We always work towards making positive and enduring improvements through our innovative evidence-based implementation approach.

Our real strength is in our people. Team CELCIS are a friendly and skilled group of people who offer a shared commitment to making a real and lasting difference in young lives.

<https://www.celcis.org>

**Please note this is a fixed term role to provide maternity cover for approx. 12 months or until substantive post holder returns.**

## Job Description

### Brief Outline of Job:

The post holder will be required to support a small team of administrators through creating and adherence to CELCIS systems and processes to ensure continuous improvement. Relationship management and working in collaboration with others to co-ordinate and deliver administrative support to teams and projects, in response to capacity and demand.

### Main Activities/Responsibilities:

1.	First point of reference for CELCIS via the main mailbox and also in person when we return to the office. You will manage the CELCIS mailbox daily, which will include signposting enquiries to relevant colleagues across CELCIS and the wider University and ensuring these have a successful conclusion.
2.	Ordering office supplies, maintaining an inventory and general coordination of service requests across CELCIS using the finance system to support invoicing and other related finances processes.
3.	Delivering excellent high quality customer service both internally and externally, supporting colleagues with typing, formatting, distribution, screening calls, data entry and filing.
4.	Supporting the maintenance of the CELCIS Management Information System, including the CELCIS asset register and staff contact data, and other business as usual activity required to support CELCIS day to day needs. This will involve producing some evaluation reports.
5.	Processing all types of bookings including travel/accommodation/catering and liaising with relevant internal colleagues to communicate booking process, and promoting and upholding best use of relevant CELCIS standard operation procedures.
6.	Providing assistance to cover committee/meeting support for internal and external groups, including diary management, catering bookings, room bookings, preparation of materials, circulating agendas and note taking.
7.	Support the delivery of CELCIS activities and events including booking venues, catering, sending joining instructions, photocopying materials, monitoring the quality of materials and undertaking registration.
8.	Supporting and assisting with recruitment and HR processes and procedures across CELCIS, including liaising with line managers and HR during the recruitment process of new staff to CELCIS.
9.	Providing support to all new staff and their line managers by coordinating induction activities (e.g. induction meetings) and delivering CELCIS induction presentation to all new starts.
10.	Liaising with CELCIS colleagues and HASS IT to ensure accurate recording of staff absence and leave, including entering data and producing absence reports.
11.	Any other relevant administration duties and tasks.
12.	Promoting and supporting the Centre's mission, values and principles of governance and by personal example and quality of contribution, promote a culture of continuous improvement.

## 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 HNC/SVQ qualified in a relevant discipline; or significant relevant experience in a similar role.

### Experience

E2 Excellent interpersonal and communication skills with proven experience in confidently engaging and building working relationships with a diverse range of stakeholders and staff.

E3 Experience in organisation and delivery of meetings (diary management, booking venue, ordering catering, note taking, etc.).

E4 Ability to input, assess and retrieve data and produce reports.

E5 Experience in the application of financial management tools (travel, expenses, raising purchase orders, etc.).

E6 Experience of Committee servicing skills.

D1 Experience of HR related tasks i.e. supporting recruitment process, induction.

D2	Experience of working with confidential and/or sensitive information.
D3	Excellent working knowledge of MS Office packages such as Word/Excel/PowerPoint and electronic diary management systems.
<b>Job Related Skills and Achievements</b>	
E7	Sound organisational and time management skills.
E8	Good communication skills – writing, listening and speaking.
E9	High level of attention to detail and quality of output.
<b>Personal Attributes</b>	
E10	Able to work independently with flexibility and adaptability in approach to work.
E11	Self-motivated, enthusiastic, with a proactive approach to work.
E12	Excellent team working abilities.
E13	Able to work under pressure, demonstrating assertiveness and personal confidence.
<b>Other Relevant Factors</b>	
D4	Work out with the CELCIS office when necessary.

## 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 Penny Scott, Admin Co-ordinator ([penny.scott@strath.ac.uk](mailto:penny.scott@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](#).

### PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

### Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

### 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 25/01/2022.

## 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 gender equality in academia across all academic disciplines and professional and support functions.

## 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](http://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](http://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](http://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](mailto: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](http://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](http://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.