



University of
Strathclyde
Glasgow



Royal Charter
since 1964
Useful Learning
since 1796



Academically Advanced Socially Progressive

Great minds. Innovative Solutions.



Administrative Assistant

Department	Law (www.strath.ac.uk/humanities/lawschool/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	678217
Reports To	School Manager	Grade	4
Salary Range	£24044 - £26038	Contract Type	Open Contract
FTE	I (35 hours/week)	Closing Date	19/01/2025
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1 FTE) will be spent working on-site (with flexibility as appropriate).		

Job Advert

The Courses Support Team for the Law School wishes to appoint an Administrative Assistant to join our busy team. The post-holder will provide essential administrative support required for undergraduate programmes.

This administrative role would suit someone who is highly organised, enjoys working in a fast-paced environment, has excellent communication and interpersonal skills, and is able to build positive working relationships. If planning, prioritising and multi-tasking is part of your DNA too, then this role is for you.

You will have experience of working in a busy office environment and will have excellent verbal and written communication skills, with the ability to interact with a wide range of internal and external stakeholders. You will be IT literate with

Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263



University of
Strathclyde
Glasgow



Royal Charter
since 1964
Useful Learning
since 1796



Academically Advanced Socially Progressive

Great minds. Innovative Solutions.



proficiency in Microsoft Office packages and you will possess strong organisational skills, with the ability to work to deadlines. Familiarity with relevant university policies and procedures is desirable.

The post holder will work with our internal colleagues and our external stakeholders, often providing a first point of contact for the organisation. As part of the administration team, the postholder will contribute to how we continue to develop and deliver the administration and operations processes for our team, working in collaboration with colleagues to support the effective delivery of our services so that the organisation can meet our aims.

Job Description

Brief Outline of Job:

Support administrative activities for a range of degree programmes in the Law School; provide administrative support for academic staff involved in the delivery of degree programmes; manage own workload; work in harmony with the School Support Team to ensure the smooth running of key operational activities and on-line systems support.

Main Activities/Responsibilities:

1. First point of contact for queries via telephone, face to face and written communication. This may also involve the interpretation of the University/School regulations and procedures in order that enquirers are appropriately informed and advised.
2. Timetabling for various Undergraduate programmes, including lectures and tutorial groups.
3. Monitoring student attendance and ensure all follow up actions are taken in line with School and University policy.
4. Arranging worker assignments and payments for external tutors/markers/invigilators.
5. Liaising with different stakeholders including academic staff, students and external tutors, passing on information or materials related to the UG programme as required.
6. Support academic colleagues with on-line submission activities leading to electronic return of marks
7. Assisting with the organisation of any Law School events.
8. Apply an acquired knowledge of relevant systems and processes, in particular IT systems used on the UG programme e.g. Myplace. Support academic colleagues with on-line submission activities leading to electronic return of marks.
9. Support the maintenance of course pages on Myplace, including uploading materials and information.

Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263



University of
Strathclyde
Glasgow



Royal Charter
since 1964
Useful Learning
since 1796



Academically Advanced Socially Progressive

Great minds. Innovative Solutions.

10. Organisational support for school committees including arranging meetings and attending and ensuring appropriate notes are produced.
11. Prepare and collate data for exam boards, liaise with external examiners, upload grades to system and prepare schedules.
12. Undertaking other tasks at the request of the School Manager or Programme Directors. Provide support to other areas of the admin team during peak periods and annual leave.

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 An HNC/SVQ in a relevant discipline or equivalent relevant administrative experience

Experience

D1 Knowledge of Higher Education either through work or as a student

D2 Experience of supporting committees and minute taking

E2 Previous experience of working in a similar busy office environment

Job Related Skills and Achievements

D3 Experience in University systems

E3 Competent in using software packages, eg Outlook, Word, Excel, Zoom, Teams

E4 Able to manage and prioritise a busy workload, plus the ability to use own initiative to work proactively and to have sound judgement when making decisions, escalating issues when required.

Personal Attributes

E5 Excellent communication skills with the ability to communicate effectively with a variety of colleagues to ensure tasks are completed on time and to a high standard.

E6 Strong team player with the ability to work collaboratively across teams

E7 Good attention to detail

E8 Strong time management skills with the ability to manage conflicting priorities within tight deadlines.

Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263



University of
Strathclyde
Glasgow



Royal Charter
since 1964
Useful Learning
since 1796



Academically Advanced Socially Progressive

Great minds. Innovative Solutions.



Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of two referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at humanresources@strath.ac.uk.

Interviews

Formal interviews for this post will be held on Wednesday, 29 January 2025

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

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 Kirsty Doyle, Assistant School Manager (k.doyle@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 comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263



University of
Strathclyde
Glasgow



Royal Charter
since 1964
Useful Learning
since 1796



Academically Advanced Socially Progressive

Great minds. Innovative Solutions.

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5% for USS and 22.1% for LGPS.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
 - Annual Leave: Generous entitlement of 27 days (Grade 5 and below) or 31 days (Grade 6 and above), in addition to 11 public holidays and University closure days.
 - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
 - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

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

Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263



University of
Strathclyde
Glasgow



Royal Charter
since 1964
Useful Learning
since 1796



Academically Advanced Socially Progressive

Great minds. Innovative Solutions.



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](#).

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver 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.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.

Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263



University of
Strathclyde
Glasgow



Royal Charter
since 1964
Useful Learning
since 1796



Academically Advanced Socially Progressive

Great minds. Innovative Solutions.



Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263