

1 Advertisement

Post Title: Assistant to the Director and Divisional Administrator

School/department: Research & Enterprise Services

Hours: Part-time (20 hours per week).

Requests for flexible working options will be considered (subject to business need). This is a part time role as part of a job share and the expectation is this role is in person in the office in Falmer House. Days and hours in the office are negotiable.

Location: Falmer House, University of Sussex, Brighton, UK

Contract: Permanent

Reference: 20391

Salary: Starting at £ £24,144 to £27,396 per annum, pro rata if part time.

Placed on: 03 May 2023

Closing date: 24 May 2023. Applications must be received by midnight of the closing date.

Expected interview date: Second week of June.

Expected start date: As soon as possible

This is an exciting time to join the Research and Enterprise Division in a pivotal role working with colleagues across the growing team. In this part-time role, based with the Division in Falmer House, the post-holder will work closely with a colleague in a job-share arrangement. Together you will:

- act as the Assistant to the Director of the Division, supporting a range of administrative tasks including diary management, office management, record keeping, paper preparation and circulation, and arranging formal and informal meetings.
- Act as the Divisional Administrator ensuring the smooth running of the wider Division.
- Within clear parameters, take responsibility for specific projects or areas of work.

As this post-holder will work in partnership with a colleague to undertake this role and act as the first point of contact for requests sent to the Director and the wider Division, they will be expected to draw on previous experience and have the ability to work well in a team, be able to use their own initiative, and will need effective interpersonal and communication skills.

Please contact Vanessa Cuthill, Director of Research and Enterprise (v.r.cuthill@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The Division

Please find further information regarding the school/division at [People and contacts : Research : Staff : University of Sussex](#).

3. Job Description

Post	Assistant to the Director and Divisional Administrator
Section:	Research & Enterprise Division
Location:	Falmer House, Falmer Campus
Grade:	Grade 4
Hours:	20 hours per week
Responsible to:	Director of Research and Enterprise

Role description:

Working as a job share, this 20 hour per week position will have shared responsibility for the administrative support for Director of Research and Enterprise and the wider Division, which includes diary management and leading on a number of departmental functions including meetings management, procurement, office management and IT, HR systems and finance record keeping.

4. Person Specification

PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional reception (in person or online) and general enquiries service to researchers, faculty and visitors.
2. Provide administrative and clerical support to Director of Research and Enterprise, and as required to other members of the Senior Leadership Team of the Division.
3. Within clear parameters to take responsibility for specific projects or areas of work.

KEY RESPONSIBILITIES

- Working as part of a team and within the wider institution, act as first point of contact in the administration office for researchers, staff and visitors. Respond to general enquiries interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.
- Role model good behaviours and knowledge to other team members and stakeholders.
- Monitor enquiries received via emails, ensuring they are acted on promptly and records maintained on outcomes
- Assist in producing and maintaining a number of sources of information on the website and in publication

- Make administrative arrangements for meetings, training and events - including room booking, catering, travel and accommodation arrangements for staff, prioritising support for the Director
- Implement administrative procedures, write new office procedures and set up and maintain new office systems
- Organise mailings for communication, training, and events, maintain accurate and up to date mailing lists
- Compile agendas and draft minutes for Divisional meetings and other university meetings as required
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables on office budgets and staff related issues.
- Assist with staff recruitment and induction of new staff (eg prepare standard communication; collate applications and compile interview schedules
- Co-ordinate the induction of new starters so that all security passes and laptops are set up with correct software for the new starter on day 1).
- Maintain office HR systems (including tracking and reporting on staff absences; training requirements).
- Raise purchase orders and arrange payment of invoices on the Finance System
- Identify and respond to the requirements of staff working in the office, including advising estate services about any issues with premises and facilities, ensuring the office is presented in the best possible way for both staff and visitors, and liaising with suppliers.
- Carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Supports the achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role.
- This role promotes good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education.
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.

5. Competent IT skills to effectively manage own workload – including proficiency in Microsoft Office applications including Word, PowerPoint, Excel, Teams.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Two years' experience working in a University or similar office environment in a role providing reliable administrative support to a professional team to deliver their purpose.
2. Experience of diary management, minute-writing, and handling sensitive and confidential information.
3. Good attention to detail.
4. Confidence to learn new software and act as Team administrator in such software offering guidance to new and existing team members.
5. Ability to assess problems effectively and suggest solutions for minor impact decisions autonomously.

DESIRABLE CRITERIA

1. Experience of working as a PA to a senior manager.
2. Ability to use own judgement to determine which emails and other requests need to be escalated and prioritised.
3. Experience of supporting the onboarding of staff to ensure new staff members are set up for success with appropriate induction planned and tools to do the job.
4. Ability to provide pastoral welfare support to junior members of the team where necessary.
5. The ability to build relationships at all levels across the University and with external contacts