

1 Advertisement

Post Title: Senior Administrator – Science School H&S

School/department: School of Life Sciences/Technical Services

Hours: Full-Time hours considered up to a maximum of 1.0 FTE.

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21157

Salary: starting at £28,759 to £32,982 per annum, pro rata if part-time.

Placed on: 21 July 2023

Closing date: 18 August 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed.

Expected start date: As soon as possible

Are you looking to kick start a new career in Health and Safety? The Science Schools are looking for an administrator passionate about health and safety. Within this role, you would have the opportunity to gain relevant experience and understanding of current H&S legislation and its application within the university.

The post would give you the opportunity to work with different members of the staff within the university, including academics, students and technical staff members. In addition, you will:

- Contribute to developing good practices within the Science Schools;
- Understand different areas within the science department, which makes the position dynamic;
- Encouraged to develop creativity to organise documents and keep records up to date, ensuring the information is easy to understand;
- work collaboratively with varied teams across a large institution, reacting quickly to respond to emails and information requests;
- be a health and safety champion to advocate best practice principles;

Please contact f.m.v.r.van-ronzelen@sussex.ac.uk / +44(0)1273678872 for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

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

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/study/undergraduate/courses/life-sciences-with-a-foundation-year-bsc>

3. Job Description

Job Description for the post of: Senior Administrator – Science School H&S

Department: Technical Services

Section/Unit/School: Technical Services

Location: Campus-wide – Science Schools

Grade: Grade 5

Responsible to: Scientific Officer - Health and Safety Manager, dotted line management to H&S Office.

Responsible for: N/A

Main Task

To have general responsibility for the administrative support in Health and Safety for the Science Schools (inc. Life Sciences, Psychology, Engineering & Informatics, Maths and Physical Sciences), explicitly supporting the Scientific Officer - Health and Safety Managers and Associate Director of Technical Operations. Will have a more detailed level of knowledge and experience in H&S and or Technical Services than their colleagues.

KEY RESPONSIBILITIES

- Working as part of a team and within the wider institution, supporting colleagues in their work and act as a point of contact in the administration of Health and Safety, dealing with internal stakeholders and external bodies. Respond to general enquiries interpreting university and as appropriate and within their level of competence, considering implications of problems and referring to others as appropriate, more complex issues or ones outside of normal practice.
- Assist in producing and maintaining several sources of information on a central website and in publications/reports.

- Make administrative arrangements for training and events, including room booking, catering, travel and accommodation arrangements for staff.
- Follow administrative procedures, write new data collection procedures and support the setting up new systems. Contribute ideas and suggestions for improvements to work practices and methods.
- Provide admin support for H&S-related software, such as chemical inventories and sample trackers.
- Organise mailings for communication, training, and events and maintain mailing lists.
- Compile agendas and draft minutes for team and steering group meetings
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables.
- Raise purchase orders and arrange payment of invoices on the Finance System.
- Facilitate and schedule suitable training for laboratory users as Scientific Officer – Health and Safety directs.
- Overseas recording and updating records of H&S training for all staff in Science Schools.
- Keep a record of all those with fire warden training and first aid training across the Science Schools
- Support the record keeping of Standard Operating Procedures and risk assessment records, including flagging assessment due renewal.
- Scheduling, monitoring and chasing up actions of regular laboratory inspections.
- Support the data collection for H&S inspections and regular checks.
- Carry out regular safety checks and record findings.
- Admin support for Science Schools H&S Committee cycle.
- To carry out any other duties within the employee's skills and abilities whenever reasonably instructed.
- This Job Description sets out the current duties of the post, which may vary from time to time without changing the general character of the post or the level of responsibility entailed.

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.
- The post holder reports to the Scientific Officer – Health and Safety Manager; they are given clearly agreed responsibilities in specific areas. Their line manager would agree on daily/weekly/monthly tasks and duties to achieve their agreed objectives and support the delivery of the University’s goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division’s/Unit’s/School’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. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters concerning students, staff and other relevant parties.

4. Person Specification

SKILLS / ABILITIES

Criteria	Essential	Desirable
Effective oral and written communications skills to work with relevant stakeholders providing information, explanations and interpretation where needed, responding to questions and queries.	X	
Effective planning and organisational skills to organise workload and priorities and support colleagues with theirs.	X	
Ability to work flexibly within a team and also on own initiative.	X	
A proactive and innovative approach to problem-solving, with an ability to adapt to changing requirements.	X	
Competent IT skills to effectively manage own workload – MS Suite and database	X	
Basic understanding of Data Protection		X
Basic understanding of Health and Safety Principles and Legislation		X

KNOWLEDGE

EXPERIENCE

Criteria	Essential	Desirable
Experience in maintaining Records - Similar administrative role.	X	

Experience in Health and Safety Processes and administration lifecycle		X
Experience working in a university or similar environment.		X
Knowledge of technical services, and how they fit into higher education.		X
Experience working with H&S regulations and compliance.		X

QUALIFICATIONS

Criteria	Essential	Desirable
Educated to Level 3 - NVQ Level 3, BTEC award, certificate and diploma level 3, GCE AS and A Level, Advanced Diplomas (England) or equivalent.	X	
Health & Safety qualification Nebosh, IOSH or equivalent work experience in a role responsible for Health & Safety administration.		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

Criteria	Essential	Desirable
Confident in voice calls, video calls and in-person engagements.	X	
Confident to reply emails and respond enquiries	X	