

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Faculty Administration Manager EHM0192-0521

Reporting to: Pro Vice-Chancellor & Dean (Faculty of Arts & Sciences)

Accountable to: Pro Vice-Chancellor & Dean (Faculty of Arts & Sciences)

The Post

The Faculty of Arts and Sciences is the largest of Edge Hill University's three faculties and is home to the following academic units; the Edge Hill University Business School, departments of Biology, Computer Science, Creative Arts, English, History & Creative Writing, Geography, Law & Criminology, Psychology, Social Sciences and Sport & Physical Activity, as well as the Edge Hill University Language Centre and the Productivity & Innovation Centre. Our core focus is delivering the highest quality teaching and learning supported by a strong commitment to excellent research and knowledge exchange. We aim to enhance further the student experience, improve our performance and continue to build our strong record in professional accreditations and collaborations with organisations, professional and learned bodies and universities regionally, nationally and overseas, continue to build our research capacity, and to embed opportunities for enterprise and employability through the curriculum, as well as an increased engagement with employers on work-based learning and related initiatives, so as to improve our students' chances of moving into fulfilling careers once they graduate.

Duties and Responsibilities

The Faculty Administration Manager is the senior administrative professional in the Faculty, providing management support for the Dean, who is also the Pro Vice-Chancellor (Research). The principal role of the post-holder is to plan and manage the administrative support for the Faculty and to put into practice policies supporting the academic vision. Much of the work is concerned with effective resource management: financial, human and estate. The post-holder will have a key role in providing advice to the Dean and Faculty committees on matters of strategy, policy, planning and implementation across all areas of work, including finance, research and resource management. This could involve committee work and liaison with Faculty Board, departments and central University bodies. The Faculty has a widening range of research grants and the appointee will deal with complex HR, finance, and research

grant issues and their interrelationships. The Manager of Faculty Administration supports the development and delivery of the Faculty Plan, and co-ordinates cross-faculty initiatives and activities. The post holder works closely with the Dean, Associate Deans, Heads of Department and departmental administrators. The post holder also plays a key role in representing the Faculty within the University, particularly in relation to the Professional Services. The principal duties of the post holder are to:

- Support the Dean of Arts & Sciences, and the wider Faculty Management Group, in developing and delivering the Faculty Plan;
- Manage faculty-level administration including co-ordinating the work of the Faculty Office team, with line-management responsibility for some members of the Team;
- Support and advise Heads of Department and departmental administrators on matters relating to all aspects of the operation of the departments, and their relationship with the Faculty and the wider University, based on a clear understanding of administration within the Faculty;
- Co-ordinate Faculty-level projects; to consult on issues arising within the faculty; and to represent the faculty within the University, in particular in relation to the Professional Services;
- Work effectively with other members of Faculty Management Group
- Support good communications within the Faculty including communicating Faculty and University priorities and activities; and listening to and representing departmental issues

The specific responsibilities associated with this post are:

1. Policy, Strategy and Committee administration

Advice to the Dean on strategic issues in a range of areas which may include: financial and administrative strategy, academic and research strategies and teaching development.

Prepare papers for committees on complex matters of University policy, and policies of external bodies;

Provide digests, analyses, or summaries of complex documents for discussion at Faculty meetings;

Work closely with the Faculty Office, the University's central administration, and other parts of the University on matters of mutual interest, using initiative to deal with issues and resolve problems as they arise, referring upwards only by exception;

Membership of Faculty committees, as appropriate. Act as Secretary to Faculty Board and various Committees (including the planning and drafting of papers, contributing to discussions and decisions and implementation of outcomes).

Ensure that the Dean has the required framework in place to enable him to meet his responsibilities for health and safety. This may include:

- Ensuring that appropriately qualified personnel are given responsibility for health and safety matters
- Acting as the designated Faculty Safety Officer for all aspects of Faculty safety policy and management
- Ensuring that safety policies, procedures and protocols are robust, fit for purpose, are in compliance with relevant regulations and safety legislation and are reviewed routinely

2. Finance

Contribute to the financial forecasting and planning of the Faculty in compliance with University's financial regulations, which may include

- Using initiative in preparing the five-year financial projections for the Faculty,
- Meeting deadlines for budgeting, forecasting and financial year-end; anticipating the effect of proposed changes made at Faculty or University level or in the wider funding environment and managing/implementing change within the Faculty accordingly
- Authorising and monitoring expenditure against budgets
- Advising and supporting researchers in the Faculty to seek out funding opportunities from all relevant sources from within the University and from external sources

Oversight of research administration, which may include:

- Supporting the preparation and submission for the Research Excellence Framework (REF)
- Ensuring the continuous improvement of the Faculty's research support facilities
- Managing of Faculty grants, contracts and financial controls; cases for grant supplements.
- Managing the co-ordination of submissions for research grant applications, the administration of research grants and contracts awarded to members of the Faculty, including advice on the appointment of research associates and grant costings prior to sign off
- Ensuring dissemination of information concerning grant opportunities, advising on significant differences of approach by the various funding bodies

3. Human Resources

The post-holder is responsible for all aspects of personnel work within the Faculty.

Staff appointments and contracts; appraisal; payroll adjustments; line management responsibility for Faculty Office staff, providing training and guidance, working with them to devise and implement personal professional development plans, overseeing performance and workload management.

Oversight of staff services to ensure smooth-running facilities and supporting functions on a continuous basis. For all staff groups (academic, research, academic-related,

assistant), ensure the provision of comprehensive support in relation to HR matters, which may include:

- Maintaining and promoting a sound understanding of the University's HR policies and the legislation that underpins these, using initiative to resolve problems which may arise
- Supporting the process of recruitment by drafting role descriptions, writing business cases for permission to fill, advising selection committees on employment legislation and University policies relating to the appointment of staff
- Ensuring that robust operational frameworks and procedures are in place in relation to recruitment, induction, probation and appraisal
- Acting as a key contact for any non-standard HR issues (including the investigation of complaints), liaising with the University's HR Team as appropriate
- Periodic review to assess the need for any restructuring, and using initiative to recommend changes to the Dean

Record-keeping

As Data Protection Officer for the Faculty, maintain the Personnel Records of all Departmental staff in accordance with the Data Protection Act.

4. Estate and Facilities

- Liaise with Facilities Management and Capital Projects to ensure that protocols are followed and that monitoring exercises are conducted properly;
- Oversee the maintenance and management of the buildings and have responsibility, under delegated powers from the Dean, for all matters relating to the fabric of the buildings as well as for more general health and safety issues and for security. This involves liaising with cleaners and with Facilities Management in respect of maintenance or other projects relating to repairs or improvements to the building;
- Ensure that there are appropriate levels of staff in buildings particularly where members of the public attend and that health and safety precautions are observed at all times. The post-holder is required to be familiar with the Faculty's security and fire systems and may be called upon occasionally at night or weekends to respond to these systems;
- Bringing issues relating to space occupancy to the attention of the relevant Faculty Committee.

5. Learning and Teaching

Provide support for teaching and graduate education, which may include:

- Ensuring resources are in place to deliver programmes at both undergraduate and postgraduate level
- Maintaining an overview of administration, in respect of teaching and learning, academic quality, examinations and student progression; evaluating procedures and recommending changes in practice where appropriate

- Overseeing Faculty requirements in respect of academic quality required by the University including annual quality updates and Periodic Quality Reviews
- Liaising with colleges as necessary regarding accounting and funding arrangements; payment of fees; numbers and placement in relation to studentships.

6. External relations, Publications and Communications

- Act as first point of contact between the Faculty and the wider University, national and international communities, and, as such, understand the ethos and culture of the Faculty as an academic institution, using initiative to portray the Faculty in the best light to stakeholders;
- At the local level, ensure that all Faculty members are kept informed about Department, Faculty, and University matters, as well as items of local interest such as conferences, public lectures etc., acting as the major point of contact between the Faculty and the University;
- Provides a link between the Faculty and University central bodies by maintaining an awareness of University policy, procedure and developments through committee-section papers and formal and informal contacts with administrative colleagues within the University.

7. To undertake other duties commensurate with the post holder's role and grade as agreed with the line manager.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: MG00 – MG04
£50,451 - £57,020 per annum

Hours: Full-Time

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Faculty Administration Manager EHM0192-0521

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Educated at least to first degree level (or equivalent) and/or appropriate professional qualification	*		A
2	IT competence in word processing, advanced data analysis and database management software packages	*		S
Experience and Knowledge				
3	Successful experience of working within a Higher Education environment and significant understanding of the HE sector		*	A/I
4	Demonstrably excellent experience of line management; leading, motivating and developing an efficient, cohesive team, committed to improving continually the University's offer, evidenced by successfully conducting performance reviews/ setting objectives, providing constructive feedback and providing flexible support during busy times or periods of change	*		S/I
5	Successful track record of managing, analysing and reporting complex data. Experience of industry-standard management information tools and systems	*		S/I
6	Experience of the co-ordination and management of administrative functions relating to research and teaching, student recruitment, retention, progression and transition into employment	*		S/I
Abilities/Skills				
7	Demonstrate high levels of accuracy and attention to detail	*		S/P
8	Excellent personal organisational skills demonstrating the ability to manage a number of activities in parallel, meeting deadlines and working proactively, sometimes with conflicting deadlines, while maintaining cordial and professional relations with colleagues	*		S/I

9	Proven capacity for articulate, precise and persuasive communication, with the ability to communicate complex information effectively to a wide range of audiences	*		S/I/P
10	Effective leadership and team building skills	*		S/I
11	Maintenance of confidentiality	*		I
12	Ability to support the general development of the Department, Faculty and University	*		I/P
Other				
13	Emotional resilience and self-awareness, with the ability to manage self, whilst supporting and managing others	*		S/I
14	An inclusive, empowering and engaging management style that harnesses the creativity and talents of colleagues	*		S/I/P
15	Pro-active, forward looking, able and willing to contribute positively to continuous improvement and change in the workplace	*		S/I

***Method of Assessment**

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.