

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 EHM0230-0821

Reporting to: Pro Vice-Chancellor and Dean of Faculty of Health, Social Care and Medicine

Accountable to: Pro Vice-Chancellor and Dean of Faculty of Health, Social Care and Medicine

The Faculty of Health, Social Care and Medicine

The Faculty of Health, Social Care and Medicine (FHSCM) is a major provider of health, social care and medical education. The Faculty is made up of three schools: The School of Nursing, Midwifery & Allied Health (NMAH), The School of Applied Health & Social Care and Social Work (AHS&SW), and The Medical School. It is a dynamic Faculty which has strong relationships with local health and social care providers and a wide portfolio of programmes at undergraduate and postgraduate levels which includes those leading to dual registrations and recruitment of international students. The Faculty has a growing research profile with increasing numbers of research publications and external research income. It strives to provide students with an excellent learning experience with high levels of support across theory and practice learning supported by a strong commitment to excellent research and knowledge exchange.

The Faculty has facilities in Ormskirk, Manchester and on a number of local NHS sites. It has recently benefited from a multi-million pound investment in a state of the art Clinical Skills and Simulation Centre.

The Post

The post aligns to the appointment of the new Pro Vice-Chancellor and Dean of Faculty of Health, Social Care and Medicine and supports the continued expansion of the Faculty.

The Faculty Administration Manager is central to the effective leadership and management of the Faculty and its administrative functions. As part of the Senior Leadership team the role holder will provide high level strategic and administrative support and advice to the Pro Vice-Chancellor and Dean, Associate Deans, Heads of Department and other

academic and administrative staff in respect of academic matters relating to the Faculty. The post-holder will have overall responsibility for the planning and management of the administrative functions of the Faculty and will work closely with other key Faculty administration managers, within Schools and the Faculty Office, and academic staff to ensure this is effective and responsive in areas including academic delivery, the student experience, finance, research and resource management. As a member of the Faculty's Senior Leadership team, the post holder will ensure compliance with the requirements from a range of statutory and funding bodies.

The Faculty Administration Manager will support the development and delivery of the Faculty Strategic Plan, and co-ordination of cross-faculty initiatives and activities. The post holder also plays a key role in representing the Faculty within the University, and external to it, particularly in relation to the Professional Services.

Duties and Responsibilities

1. Proactively provide strategic and evidence-based advice to the Pro Vice-Chancellor & Dean of Faculty, and wider Senior Leadership team in developing and delivering the Faculty Strategic Plan.
2. Ensuring effective and efficient delivery of administrative structures and functions across the Faculty.
3. Leading and building a strong and productive administrative team communicating a clear vision in the pursuit of excellence.
4. Development and oversight of policies, procedures and systems which support the achievement of Faculty and Institutional KPIs.
5. Ensure appropriate administration for the effective delivery and evaluation of academic programmes, student attainment, outcomes and the academic experience including leading, where appropriate, on data analysis and interpretation.
6. Ensuring appropriate and effective line management, development and support of administrative staff within the faculty.
7. Ensure appropriate research administration to include administrative support for research events and development, support for application, management and reporting of research grants, ethical approvals, planning and submission for the Research Excellence Framework.

8. Ensure appropriate administrative support are in place for the effective management and reporting of placement learning.
9. Act as Data Protection Officer for the faculty ensuring accurate and appropriate record keeping and compliance with the Data Protection Act.
10. Internal and external horizon scanning; identification and analysis of strengths, weaknesses, opportunities and threats; identification and management of risks.
11. Contribute to the financial forecasting and planning of the Faculty in compliance with University's financial regulations
12. Ensure appropriate administrative systems and structures are in place to ensure the requirements of professional and statutory bodies are met.
13. Apply broad and/or deep knowledge and experience of academic services to provide advice and guidance to others and/or to address significant problems or unresolved issues, some of which may be cross Faculty in nature.
14. Anticipate student and customer needs and requests, identifying opportunities and facilitating change management.
15. Have responsibility for resource management within the Faculty including a specific remit for administrative staffing.
16. Support and advise Heads of Department and school 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;
17. Evaluate existing service provision, keeping abreast of feedback and broader developments in the external environment, to ensure appropriate developments and innovative solutions are proposed that consistently enhance and maximise service quality, efficiency and continuity.
18. Ensure that the Pro Vice- Chancellor & Dean has the required framework in place to enable her to meet her/his requirements for health and safety.
19. Working with the Pro Vice-Chancellor & Dean and Associate Deans to shape the strategic direction of the Faculty's academic services including developing prioritised operational plans and establishing and implementing strategic service requirements.

20. Play a key role in ensuring effective and accurate communication and marketing both within the faculty and with external stakeholders.
21. Advising and influencing at senior levels within the University; represent the Faculty as required at University committees and working groups.
22. Undertake and other duties commensurate with the grade of this post, as directed by the Pro Vice-Chancellor & Dean and/or 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
£51,006 - £57,648 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 EHM0230-0821

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/P
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 development, leadership, 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	Effective leadership and team building skills	*		S/I/P
8	Demonstrate high levels of accuracy and attention to detail			S/I
9	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	*		I

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