

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:
Department Administrator
EHA0474-0322**

Reporting to: Head of Department – Sport & Physical Activity

Accountable to: Dean of Faculty of Arts and Sciences

About the Faculty/Department

The Department of Sport & Physical Activity is the largest department in the Faculty of Arts and Sciences. Committed to excellence, the Subject Area provides single honours and post graduate provision across a range of disciplines. Currently there are over 1100 full-time equivalent students across the Sport and Physical Activity portfolio. The department is committed to high quality teaching and learning, with emphasis on vocational relevance of a sport-related curriculum. The provision is supported by high quality specialist teaching spaces including well equipped psychology, biomechanics and physiology laboratories. Other key facilities include a dedicated multi activity teaching gymnasium, the Sporting Edge complex and its associated outdoor facilities for a wide range of field sports.

The post-holder, a member of the Faculty Administration team, will provide administrative and organisational support to staff and students. The post-holder will work closely with colleagues across the Faculty and in other services to ensure Faculty and institutional policies and procedures are adhered to within the Department.

Duties and Responsibilities

1. Collaboratively review the requirements of the Department and, based on findings, to develop, implement and maintain efficient and effective administration systems to suit the needs of the Department, ensuring these comply with Faculty and University policies and guidelines. For example:
 - To monitor and record student attendance
 - To store and retrieve information safely and accurately
 - To provide accurate statistical information in an appropriate format and on time.

2. To prepare and organise fieldtrips, work placements, student recruitment and support events, conferences as necessary.
3. To provide administrative and organisational support for the Sports Therapy clinic as and when required by the Head of Department.
4. To liaise with the Faculty Office and other areas within the Faculty and across the institution in an appropriate manner, supporting colleagues as required.
5. To collect, receipt and return student coursework and to maintain accurate and confidential student records.
6. To manage resources within budget, e.g. stationery, printing, catering and to use e-financial system as required.
7. To organise and minute meetings in the correct format and on time.
8. To prepare examination papers, part-time contract requests and other documentation in the correct format and on time.
9. To record assessment data accurately and on time.
10. To provide administrative and organisational support including, but not exclusively:
 - diary and appointments for the Head of Department and other staff
 - advising staff and students, where appropriate, of instructions/procedures
 - receiving and conveying messages with discretion and confidentiality
 - ensuring that such tasks as word-processing, dictation, fax, photocopying, shredding and filing are dealt with efficiently
 - arranging travel/accommodation for departmental staff in time and within budget
11. To liaise with External Examiners, Visiting Lecturers and other external agencies / professional bodies in an appropriate manner.
12. To ensure the efficient and accurate flow of information to staff and students.
13. Any other duties deemed appropriate by the Faculty Administration Manager/Head of Department.

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: Grade 3, Points 11-14
 £20,092 - £21,686 per annum

Hours: 36.25 hours per week

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

Department Administrator EHA0474-0322

Please note that applications will be assessed against the Person Specification using this criteria. Applicants should provide evidence of their ability to meet the following:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Word-processing/typing qualification to at least Intermediate standard, e.g. ECDL or equivalent	*		S, T
2	Good standard of general education up to A level standard or equivalent work experience	*		A
Experience and Knowledge				
3	Previous experience in a secretarial/administrative role (desirably within Higher Education)	*		S/I
4	Experience of working in a busy office environment	*		I
5	Experience of minute taking	*		S/T
6	Experienced in the use of Microsoft Office packages, including Word, Excel, PowerPoint, Access and E-mail	*		S/T
Abilities/Skills				
7	Ability to work without direct supervision, exercise initiative and independent judgement appropriate to the role	*		S/I
8	Able to organise and prioritise work effectively, under pressure and meet deadlines	*		S/T
9	Able to demonstrate word processing skills – i.e. formatting & production of accurate management reports/long documents	*		S/T
10	Able to work flexibly and reliably as part of a team	*		S/I
11	Able to work accurately and pay attention to detail	*		S/T
12	Able to maintain confidentiality	*		I
13	Excellent oral and written communication skills	*		S/I/T
14	Excellent demonstrable customer care and interpersonal skills	*		I
15	Able to provide support for Department meetings including minute taking and distribution of appropriate documentation.	*		T
Other				
16	An awareness of Equal Opportunities Issues	*		I

***Method of Assessment
(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)**