



# Edge Hill University

**Administrator - Department of History, Geography and Social Sciences**

**Reference:** EHA2353-0722

**Salary:** £20092 - £21686 per annum, pro rata  
Grade 3, Points 11 – 14

**Contract Type:** Permanent

**Hours:** Part Time (14.5 hours per week)  
Working Monday & Tuesday

**Location:** Ormskirk



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:**

**Administrator - Department of History,  
Geography and Social Sciences  
Part Time (14.5hours),  
Permanent  
EHA2353-0722**



**Edge Hill  
University**

**Accountable to:** Head of Department

**Reporting to:** Departmental Administrative Manager

## About the Role

The Department of History, Geography and Social Sciences offers intellectually stimulating, exciting and reflective degree programmes in a broad variety of interdisciplinary subject areas.

The post holder will provide administrative and organizational support to a range of internal and external stakeholders whilst ensuring compliance with Department, Faculty and Institutional policies and procedures. A key focus of the role will be the support of the Departmental Administrative Manager to ensure the administrative functions of the Department are carried out within expected guidelines. You will be expected to work independently in the provision of day-day administrative support to all staff and students connected with the Department as required by the role.

## Duties and Responsibilities

1. To provide administrative and organizational support to the Head of Department (HOD), Associate Heads of Department (AHoDs), Departmental Administrative Manager and academic staff as and when required.

2. Working collaboratively with the Departmental Administrative Manager to review the procedural requirements of the Department and in developing, implementing and maintaining effective administrative systems whilst complying with Faculty and University policies and guidelines.
3. To collate student and business data using appropriate methods and share with a range of audiences.
4. To support the HOD, AHDs and Department Administrative Manager with the recording of the department's revenue and expenditure on an ongoing basis.
5. To liaise with internal and external colleagues, exchanging accurate information and knowledge according to individual requirements, referring issues to colleagues as necessary.
6. To participate as a valued member of the team, working independently in providing specialist knowledge, using initiative and creativity to ensure that customer care is maintained, paying attention to detail within a busy working environment.
7. To network internally and externally to oversee the preparation, collation of documentation and organisation for committees and working groups using Edge Hill systems as required.
8. To use initiative to liaise with Faculty Office and other areas within the Faculty and Institution in an appropriate manner, developing and enhancing service delivery in order to support colleagues and students.
9. To make independent decisions within the remit of the role, plan, prioritise and organise your own area of work, initiating appropriate action by involving relevant people specifically when managing projects within agreed objectives.
10. To demonstrate the development and ongoing enhancement of excellent customer service delivery to suit individual customer requirements when dealing with all internal and external customers.

11. To undertake any other duties as required by your Line Manager or HOD.

**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  
                         £20092 - £21686 per annum

**Hours:**            14.50 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 for the post of:

**Administrator - Department of History, Geography  
and Social Sciences**



**Edge Hill  
University**

**Part time (14.5 hours), Permanent  
EHA2353-0722**

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

**Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).**

		Essential	Desirable	Method of assessment (I/A/S/T/P)
<b>Qualifications</b>				
1	Word-processing/typing qualification to at least Intermediate standard: e.g. ECDL	*		A
2	Good degree with honours or equivalent		*	A
3	Relevant professional qualification and/or experience	*		A
<b>Experience and Knowledge</b>				
4	Proven experience of working in a similar role, preferably in Higher Education	*		A
5	Knowledge of a student support environment		*	S
6	Proven experience of working within a customer focused environment, delivering tailored information	*		S/I
7	Experience of working within a busy office environment	*		S/I
8	Knowledge of Data Protection and the issues Surrounding keeping data records		*	S
<b>Abilities and Skills</b>				
9	IT literacy including word-processing, databases & spreadsheets	*		S/T
10	Ability to work well with minimal supervision, acquire	*		S/I

	and apply knowledge of student data and administrative processes, procedures and systems			
11	Excellent communication and interpersonal skills	*		S/I
12	Excellent organisational skills	*		S/I
13	Ability to work under pressure	*		S/I
14	Ability to be creative, use initiative and be proactive	*		S/I

## How to Apply

When you are ready to start the formal application process, please visit [www.edgehill.ac.uk/jobs](http://www.edgehill.ac.uk/jobs) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

For informal enquiries about this vacancy, you may wish to contact: Lisa Burke, Department Administrative Manager at [burkli@edgehill.ac.uk](mailto:burkli@edgehill.ac.uk).

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 23:59 on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*