



Edge Hill University

Departmental Administrator

Reference: EHA0156-0722

Salary: £21,197 - £22,662 per annum
Grade 3, Points 11 – 14

Contract Type: Permanent, Term Time (40 weeks)

Hours: Full Time (36.25 hours per week)

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:

**Departmental Administrator
Full Time (36.25 hours),
Permanent, Term Time for 40 weeks
EHA1444-0722**



**Edge Hill
University**

Accountable to: Head of Department, Pro Vice-Chancellor (Research) and Dean of Faculty of Arts & Science

Reporting to: Departmental Administration Manager

About the Role

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. Day to day running of the helpdesk based within the English & Creative Arts Administration Office
2. Collaboratively review the requirements of the Department and based on findings develop, implement and maintain efficient and effective administrative 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.
3. To organise & make bookings for fieldtrips, work placements, student recruitment and support events, conferences etc. as appropriate.
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 organise and minute meetings in the correct format and on time.
6. To record assessment data accurately and on time.
7. To take part in enrolment, graduation and other students facing events.
8. 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
 - arranging travel/accommodation for departmental staff in time and within budget
9. To liaise with External Examiners, Visiting Lecturers and other external agencies in an appropriate manner.
10. To ensure the efficient and accurate flow of information to staff and students.
11. 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

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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:

**Departmental Administrator
Full Time (36.25 hours),
Permanent, Term Time for 40 weeks
EHA0156-0722**



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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)
Qualifications				
1	Good standard of general education, with qualifications at A level standard or equivalent	*		A
Experience and Knowledge				
2	Front facing customer service experience		*	S/I
3	Previous experience in an administrative role (desirably within Higher Education)	*		S/I
4	Experience of minute taking		*	S/T
5	Experienced in the use of Microsoft Office packages, including Word, Excel, PowerPoint, Access and E-mail	*		S/T
Abilities and Skills				
6	Ability to work without direct supervision, exercise initiative and independent judgement appropriate to the role	*		S/I
7	Able to organise and prioritise work effectively	*		S/T
8	Able to work flexibly and reliably as part of a team	*		S/I
9	Able to work accurately and pay attention to detail	*		S/T
10	Able to maintain confidentiality	*		I

How to Apply

When you are ready to start the formal application process, please visit 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: Rachel Torpey, Departmental Administration Manager at torpeyr@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.