

Job Description

Job Title	Faculty Programme Administrator	Code	4ASLCA6A
Subject/Service Area	Faculty of Business, Law & Criminology		
Reports to	University Executive Manager		
Accountable To	Executive Dean		

Purpose of Job
To provide administrative support to the School and to work, when required, as part of the wider School administrative teams.
Key Tasks / Responsibilities
<ul style="list-style-type: none"> • Proactively support the Head of School, University Executive Manager and other administrative and academic colleagues. • Receive and process enquiries in a timely and efficient manner to contribute to the student experience, and to provide a customer-facing professional service in delivering activities relating to undergraduate and postgraduate taught students and staff. • Undertake general administration such as producing/circulating documents, generating and booking appointments, updating project plans and maintaining online calendars. • Arrange, service and support committee/school/project/student voice meetings including room bookings, co-ordinating diaries, distribute papers, minute taking and following up on any action items. • Booking travel and accommodation for staff and students in line with University regulations and procedures. • Administer departmental finances including processing sales and purchase orders, checking goods received and processing invoices for payment, ensuring compliance with University financial regulations and purchasing procedures. • Maintain up-to-date records as required using University systems (SITS, CIPHR, and UNIT4). • Review information held on School webpage(s) to ensure content is up-to-date, accurate and appropriate at all times. . • Oversee classrooms, resources and associated areas within the School. • Provide cover for the Faculty administrative offices when required.

- Collate and input assessment data into the central database, liaising with the Registrar's Office as appropriate.
- Liaise with External Examiners as requested and service and support Award & Progression Boards.
- Collate student attendance data and information and assist with the monitoring of student attendance/engagement.
- Collate and coordinate data and information in order to support management information reporting requirements.
- Have a well-developed understanding of the University's regulations, policies and procedures.
- Assist in the organisation and planning of academic and school events and projects, delivering them within timescale and budget including venue booking, event set up, updating project plans, minuting project meetings and ordering of hospitality.
- Participate in key University activities such as welcome week, inductions, open days, and graduation.
- Undertake any other reasonable duties allocated by the University Executive Manager.

Materials, resources & equipment to be used

Standard office equipment e.g. computer, printers, photocopier, telephone.

Qualifications / Experience Required

Good general education, preferably to degree level.

Experience of general office work, with good organisational skills.

Ability to work proactively to resolve issues that may arise.

Ability to work as part of a team, as well as independently, in a busy office environment.

Ability to deal competently with School stakeholders.

Skilled use of information technology.

Servicing meetings, including minute taking.

Regular contacts (internal / external)
<ul style="list-style-type: none"> • University Executive Manager • Heads of School • Other Administrators • Heads of Subject • Students • Academic staff • Central service teams • Members of the public • External agencies
Staff Reporting to Post holder
None

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.