



LIVERPOOL HOPE
UNIVERSITY

175 YEARS OF ACADEMIC
EXCELLENCE

Administrator

RECRUITMENT PACK

Closing date: Friday October 20 at
5.00pm

Included in this pack

Role Outline

About the University

Job Specific Details

Job Description / Role Profile

Person Specification

Further information and Benefits of Working at Liverpool Hope University

Useful Links and How to Apply



LIVERPOOL
HOPE
UNIVERSITY
1844

PERSONNEL DEPARTMENT RECRUITMENT PACK

POST: Administrator (Part Time)

STARTING DATE: As soon as possible

SALARY RANGE: £24,248 to £26,444 (Grade 4 Pro Rata)

TYPE OF CONTRACT: Permanent

WORK PATTERN: 3 days per week. Tuesday to Thursday

REPORTS TO: Jane Blackmore

THE UNIVERSITY

If you join us, you will be doing so at an exciting time in our development and join a team of over a thousand staff, committed to providing education to our thousands of students. Liverpool Hope University is a financially sound, vibrant academic community with excellent scholarly standards and high ambition. We are proud of our past, confident in our present and excited about our future.

Hope is a liberal arts inspired university with a unique ecumenical Christian foundation, which strives to provide a deep and well-rounded education of the whole person irrespective of faith, age, social class or ethnic origins or physical capacity. We are a real community with two beautiful garden campuses which has striven for and, we believe, achieved that balance between research and teaching. We have also successfully brought together the benefits of full University status (including RDAP) with the value of a college experience. At Hope a drive for academic excellence and a genuine concern to widen participation complement each other. Ours, we say with justification, is 'a University with a collegiate heart'.

THE POST:

Applications are invited from highly motivated, energetic and ambitious candidates for the post of Administrator in Geography and Environmental Science

We are seeking to appoint an Administrator to deliver an efficient and effective support service to students and staff across the Department of Geography & Environmental Sciences.

Educated to degree level or with an equivalent qualification and experience, the successful candidate must have the ability to multi-task, meet deadlines and be able to maintain a high degree of accuracy and attention to detail in completing their work. They must have proven communicative, administrative and IT skills. Experience of working in higher education is desirable.

The successful candidate will be required to work flexibly and have the ability to prioritise and organise their own workload. A 'can-do' positive approach is essential along with strong customer-service skills.

We would welcome applications from qualified administrative staff and graduates.

This is a part-time role and the working hours will be Tuesday, Wednesday, Thursday 9.00am to 5.00pm with an hour for lunch.

Interviews will take place week commencing 30th October 2023.

The post is permanent subject to the normal probationary period of twelve months.

JOB DESCRIPTION/KEY DUTIES OF THE POST:

Purpose of Job

Responsible for undertaking key administrative support within the Department of Geography and Environmental Sciences (GES).

In addition, work collaboratively with the Sciences Administration Team to support the delivery of cross team/University-wide objectives.

Key Tasks / Responsibilities

- Proactively support the University Executive Manager and Head of Department.
- Receive enquiries via the department's generic email address, responding and redirecting as appropriate.
- Undertake general administration for meetings and events such as: printing, photocopying and producing/circulating documents; generating and booking appointments and maintaining online calendars.
- Service and support committee/departmental meetings and assessment boards including arranging rooms, circulate papers in advance of meetings, recording (minute taking) and transcribing proceedings and following up on any action items.
- Booking travel and accommodation for staff and students in line with University policies and procedures.
- Administer departmental finances including processing orders, checking goods received and processing invoices for payment; ensuring compliance with University financial regulations and purchasing procedures.
- Make arrangements for logistics in relation to fieldwork undertaken by staff and students.
- Monitor the Department's webpages to ensure content is up-to-date, accurate and appropriate at all times and liaise with colleagues to ensure web content is updated.
- Oversee classrooms, resources and associated areas within the Department.
- Ensure that the Administration Department Office is covered during office opening hours and to provide administration cover for the Sciences Administration Team where required, covering staff absence, holidays etc.
- Responsible for working with staff to collate and input assessment data into the central database, liaising with the Registrar's Office as appropriate. Additionally, liaise with External Examiners as requested and service Award & Progression Boards.
- Responsible for collating data regarding student attendance and engagement and inputting into a database as required. Also, assist with the monitoring of student engagement.

- Assist in collating, updating management information and producing reports under the direction of the Head of Department.
- Have a well-developed understanding of the University's regulations and procedures and be confident to explain these to staff and students.
- Additionally, the post holder will be expected to work professionally and flexibly to provide support to staff, students and external agencies.
- To participate in University internal/external events, deemed appropriate to the duties and take part in academic activities such as open days, clearing, graduation etc., as required.

NAME OF CONTACT FOR QUERIES:

Jane Blackmore

CONDITIONS OF SERVICE:

This post is based at Hope Park. However, you may be required to work in other areas of the University as and when required.

The post is Permanent subject to the normal probationary period of twelve months.

Salary scale for this post is £24,248 to £26,444 per annum pro rata. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. Factors which may be taken into consideration when deciding an appropriate starting salary include; previous relevant experience in relation to the role and person specification, consideration of the current salary of the successful candidate (where this can be confirmed by documentary evidence or a reference from the existing employer), consideration of Equal Pay legislation and external market factors. A higher salary, should not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and supported by evidence. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

PERSON SPECIFICATION

Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

Educational Requirements

Education to degree level or equivalent

Relevant professional qualification and/or training relating to office administration

**Essential
(E)/Desirable (D)**

D

D

**Method of
assessment**

A

A

Experience

Experience of working in an administrative role ideally, in a higher education environment.

Experience of University systems such as SITs, Agresso/Unit4, Moodle, CIPHR

Experience and proficiency in the use of Microsoft applications

Experience of servicing and supporting committee meetings

**Essential
(E)/Desirable (D)**

D

D

E

D

**Method of
assessment**

A/I

A/I

A/I

A/I

Skills and Knowledge

Knowledge and ability to process, understand and collate data for monitoring/reporting purposes

Attention to detail together with flexibility to prioritise conflicting demands

Excellent communication skills – both written and verbal

Proven track record of dealing with confidential matters

Ability to organise own workload with minimal supervision as well as being an effective team member.

Ability to use initiative and creativity to resolve problems, identifying practical and suitable solutions.

**Essential
(E)/Desirable (D)**

E

E

E

E

E

E

**Method of
assessment**

A/I

A/I

A/I

A/I

A/I

A/I

FURTHER INFORMATION

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties.

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements
- Help with childcare costs

Training and Development

- Induction training for all new staff
- Opportunities to participate in overseas exchange with Erasmus Staff Mobility
- Staff development opportunities

Health and Well-being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

Useful Links

www.hope.ac.uk/lifeathope/welcome

[Celebrating National Recognition](#)

<https://www.hope.ac.uk/socialsciences/>

www.hope.ac.uk/personnel

www.hope.ac.uk/jobs

www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff

www.hope.ac.uk/media/liverpoolhope/contentassets/media,42616,en.pdf

How to Apply

You can download the application form by the links below, or request a hard copy by emailing jobs@hope.ac.uk. You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

<https://www.hope.ac.uk/aboutus/jobopportunities/howtoapply/>

