



Job Title: Administrative Assistant
Grade: 3
Salary: £17,682 to £19,612 per annum
Department: Neuroscience, Psychology and Behaviour
Hours/Contract: Full-time, fixed term contract for 1 year
Reference: 1447

Role Purpose

The role will provide efficient and accurate administrative support to various administrative functions across the Department including assisting with starters and leavers processes, staff recruitment activities, travel arrangements and general enquiries.

Principal Responsibilities	% Time
<ul style="list-style-type: none"> Preparation of interview packs for interview panel members, verification of employment documentation, and facilitating interview tests. Updating staff charts, website, room and desk allocations, email distribution lists, and invite to Departmental induction 	30
<ul style="list-style-type: none"> Act as first point of contact to staff and visitors, ensuring telephone calls and oral queries are properly and efficiently handled using discretion to identify and resolve problems, referring to supervisor for assistance as necessary. Distribution of internal and external post 	25
<ul style="list-style-type: none"> To assist with the maintenance of departmental resources the role holder will work closely with other member of the team to ensure accommodation meets health and safety recommendation. This may include continuous monitoring of allocated space, submitting works orders for minor repairs; assisting in conducting bi-annual safety inspections reporting to the Departmental Health and Safety Officer. Assist with the coordination of room moves under the direction of the Departmental Administrator 	10
<ul style="list-style-type: none"> Assist with the organisation of meetings, research seminars, conferences, short-courses and room bookings, managing the preparation (compilation, drafting, production and distribution) of agendas, minutes and other documentation so that business is conducted effectively. Organise travel and accommodation arrangements if required 	10
<ul style="list-style-type: none"> To assist the Departmental Administrator in a variety of tasks, such as routine arrangements and bookings, according to clearly defined instructions, be involved in the preparation of materials required, to assist in the effective organisation of external and internal activities. Ensuring photocopiers/ printers are maintained, stationery supplies maintained 	10
<ul style="list-style-type: none"> Administer and update the Departmental social media for both internal and external consumption 	10
<ul style="list-style-type: none"> At the request of the supervisor or line managers produce simple reports using standard report formats developed and maintained by others to inform and support basic information requirements within the department. 	5





Internal and External Relationships

- Liaising (daily) with other administrative and academic staff during the process of carrying out the functions of the role to ensure a smooth running service and a high level of communication are achieved
- Liaise regularly other University departments such as Estates during the function of duties to aide other unit staff to work with greater efficiency
- Regular liaison and communication with internal departments, external organisations and visitors when dealing with general queries relating to the Department of Neuroscience, Psychology and Behaviour, thus promoting a good image for the Department and the University

Planning and Organising

- Plan and prioritise own work for the week or weeks ahead, responding to the work requirements of the wider departmental administration as appropriate

Qualifications, Knowledge and Experience

Essential

- A minimum of 5 GCSEs passes (including Maths and English Language at grade C or above), or equivalent qualifications
- Some prior broadly related experience in a similar clerical/administrative role*
- Evidence of experience in using full range of Microsoft Office suite software, especially Outlook, Word, Excel & Access and use of the internet (to be tested at interview)*

Desirable

- IT qualifications eg ECDL*
- Experience of working in higher education*

Skills, Abilities and Competencies

Essential

- Working knowledge of standard computer software packages*
- Experience of maintaining confidentiality when appropriate*
- Ability to communicate confidently, clearly and appropriately orally and in writing* to ensure effective contact handling and maintain good interpersonal relationships
- A proven ability to work methodically with accuracy and attention to detail*
- Willingness and ability to work independently and as part of a team in busy environment*

Desirable

- Ability to understand and comply with relevant internal/external policies and procedures in the workplace
- Ability to apply relevant Health and Safety and other University policies and procedures
- Ability to assess data and information, and to identify problems
- Ability to organise and prioritise workload
- Ability to be flexible and use own initiative to deal with urgent tasks*
- Willingness to provide absence cover for colleagues

***Criteria to be used in shortlisting candidates for interview**



In support of

HeForShe

UN Women Solidarity Movement
for Gender Equality





VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

