THE POST

College/Service: University of Exeter Business Administration

Post: Academic Support Administrator, Penryn Cornwall

Reference No: P53818

Grade: D

Reporting To: Laura Hames, Deputy Head of Academic Support

The above part time (0.5FTE) fixed post is available immediately in the University of Exeter Business School based at our Penryn Campus in Cornwall for two years.

Job Description

Main purpose of the job:

Main duties and accountabilities:

The post holder will have responsibility for the following:

- To provide dedicated administrative support to the academic staff and researchers based within the School in Penryn, across our key discipline level activities
- To provide specialist administrative support to academics within the Business School in Penryn
- To work effectively with all other stakeholders including Business School students, staff and visitors

Main duties and accountabilities:

- To act as ‘first port of call’ for academic staff and visitors to the department; to advise on local custom, policies and practice, and to refer to other sources of information and support
- To provide administrative support to senior academics an e.g. supporting diary management, travel arrangements, catering and meeting requirements
- To provide the full range of secretarial style support to School committees, where appropriate and as required
- To assist senior academics with management of department budgets
- To provide support to financial processes within the department i.e. research allowances, stationery and consumables budget, undertaking any purchase ordering in line with School and University financial regulations using the APTOS system and ensuring that purchase card reconciliation is completed as per university financial regulations
- To assist academic staff with bespoke events management (e.g. an Alumni event) as required, including support for visitors to the School
- To provide administrative support for local seminar programmes
- To undertake ad hoc room bookings for academic staff and visitors as required, and to undertake local hospitality, catering and travel booking as required
- To assist with staff recruitment and act as induction facilitator to new academic staff within the department
- To act as part of a wider team of staff to support administrative workload peaks
- To undertake any other general clerical duties as required

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of a similar level and responsibility.
## Person Specification

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<th>Competency</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications/ Training</td>
<td>• Good standard of general education to include GSCE grades A – C in English Language and Maths or equivalent</td>
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<td>Knowledge/ Experience</td>
<td>• Experienced user of Microsoft Word, Excel and Outlook</td>
<td>• Experience of managing a budget</td>
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<td>• Recent work experience in an administrative and/or customer service role</td>
<td>• Experience of supporting management/senior staff</td>
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<td>• Experience of working with a range of different customers</td>
<td>• Experience of working in HE sector</td>
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<td>• Experience of supporting Committees and taking minutes</td>
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<td>Skills/ Abilities</td>
<td>• Ability to deal with confidential information appropriately</td>
<td>• Experience of diversity issues</td>
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<td>• Ability to pro-actively prioritise own workload to meet deadlines and to solve issues and queries as they arise</td>
<td>• Experience of events support</td>
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<td>• Able consistently to contribute to the provision of a welcoming and supportive environment for customers and maintain a high standard of customer service</td>
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<td>• Ability to form and maintain good working relationships and make a positive contribution to the team</td>
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<td>• Ability to record, track and retrieve documents using files and folders (paper based and on the pc).</td>
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**Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Laura Hames, Deputy Head of Academic Support, email l.hames@exeter.ac.uk, or telephone 01326 371811.

**Additional Information Relating to the Post**
Salary
Salary from £19,632 to £22,685 (pro rata 0.5 FTE) per annum on Grade D depending on qualifications and experience

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work
Hours of work will be 18.25 hours per week worked by arrangement with your line manager.

Overtime
When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

Annual Leave
The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website http://www.admin.ex.ac.uk/personnel/leave.shtml for more information.

Probationary Period
The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance
All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom
We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: www.ukba.homeoffice.gov.uk.

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions
The Terms and Conditions of Employment can be viewed on line by visiting http://www.exeter.ac.uk/staff/employment/conditions/terms/

Pensions
You are eligible to join the University of Exeter Retirement Benefits Scheme (ERBS) provided that you meet the qualifying criteria for membership. Please note that this scheme is currently under review, for more information about the review please go to http://www.exeter.ac.uk/pensions/erbsscheme/schemeupdates
Subject to meeting the eligibility criteria, staff will automatically become members unless they opt out in accordance with the current rules of the scheme and employee contributions will be taken from your pay employee's contribution is currently 7.5% of gross salary. The University as your employer will also make a contribution to the scheme on your behalf. If you wish to opt out of the Scheme, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email a.j.rose@exeter.ac.uk) for further information.

Short-listing Information
We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information
The closing date for completed applications is 7 September 2016. We expect to hold interviews in Cornwall on a date to be confirmed.

Data Protection Act (1998)
The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context
will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.

The University of Exeter Business School - http://business-school.exeter.ac.uk/