University of Edinburgh
College of Humanities and Social Science
School of Law

1. Job Details

Job title: Secretary, Research Office
Line manager: Administrative Secretary, Research Office

2. Job Purpose

To provide a range of services within an office which combines research administration with a range of secretarial services.

3. Main Responsibilities

1. Acting as first point of Research Office contact for all telephone, e-mail and personal enquiries, providing assistance, and routing other enquiries appropriately

2. Typing, including audio typing, for colleagues; copying and distribution of materials relating to research seminars and other activities

3. Entry of data into RO databases, eg. of publications in preparation for RAEs

4. Assisting with event organisation: assisting with travel arrangements; the collation, copying, and distribution of information and materials, including promotional materials

5. Arrangements for the issue of business cards

6. General office duties to support departmental activities: opening mail; upkeep of notice boards; filing; photocopying, collation and distribution of departmental papers and booklets, committee papers etc; co-ordinating bookings of the Staff Room; checking and update of Alumni web pages

7. Occasional secondment to other School offices, depending on Research Office commitments, to assist eg. the Teaching Office at exam diets

8. Other duties as assigned by the Head of School or relevant delegate within the line management structure

4. Planning and Organising

- Planning on a daily, weekly and monthly basis, and forward planning for events, in conjunction with the Administrative Secretary
- Prioritising competing demands within time constraints.

5. Problem Solving
• Dealing appropriately with requests for legal information and contacts
• Dealing with tight deadlines and competing demands.

6. Decision Making

• Deciding which information to send in response to a general enquiry, and to whom to refer requests for further information
• Prioritising own work, in most cases, and with regard to the relative urgency of requests for assistance from academic colleagues

7. Key Contacts/Relationships

• The RO Administrative Secretary and the Director of Research
• School Staff
• Members of public and conference participants

8. Knowledge, Skills and Experience Needed for the Job

• Flexibility
• Excellent communication and interpersonal skills
• Attention to detail
• Ability to work as team member whilst under pressure
• IT literate

9. Dimensions

• Member of 2-person clerical support team
• Provides clerical support to c. 50 academic staff

10. Job Context and any other relevant information