1. Job Details

Job title: Administrative Officer (Resources)

School/Support Department: College Office, Humanities and Social Science

Unit (if applicable): Resources Team

Line manager: Resources Administrator

2. Job Purpose

Provide support for developing and implementing planning and resources policies, in particular the handling of post appointments, equipment and estate issues. Co-ordinate the administration of Chair appointments, developing guidance for Chair Secretaries and ensuring the smooth running of the process.

3. Main Responsibilities

1. Maintain the Starters & Leavers database and produce monthly reports for College Accountant and School Administrators so that salary expenditure can be forecast; record and authorise all requests for posts in College according to agreed procedures so that College staffing plans are fulfilled. 20%

2. Develop standard procedures for servicing Chair Committees in the College and service most of these Committees to ensure the consistent and efficient operation of the process. 45%

3. Service College Computing and Equipment Committee and College Estates Committee to facilitate the operation of the committees and to ensure the accurate recording of the proceedings and of the decisions taken. 10%

4. Oversee non-salary budgets within the College Corporate area (S2E), authorise payments from these accounts and monitor balances to ensure that budgets are adhered to, correct procedures followed and corrective action taken when necessary; co-ordinate authorised signatories for College accounts to ensure all expenditure is appropriately authorised. 10%

5. Liaise with Computer Representatives to ensure that College Office equipment records are up-to-date; devise annual replacement cycle and place orders accordingly, ensuring that equipment needs of new and existing staff are met. 5%

6. Complete space audit for the College Corporate (S2E) to ensure accurate records of space are maintained; work with Executive Dean (Resources) to manage accommodation changes and infrastructure upgrades in College-owned rooms. 5%

4. Planning and Organising

- Plans and organises all arrangements surrounding the appointment of new professors.
- Organises monthly reporting on starters and leavers.
- Plans completion of space audit, allowing time for checking issues with relevant staff.
- Plans annual computer replacement cycle and organises ordering, etc.

5. Problem Solving

- Independently performs detailed analysis of data from staffing reports (designed by job holder) to provide regular and ad hoc staffing information requested.
- Resolves problems occurring with Chair interview arrangements.
6. Decision Making

- Decides how best to organise Chair procedures, in context of University and College protocols.
- Determines tasks to allocate to Admin Secretary, providing relevant guidance.
- Decides how to manipulate, analyse and present staffing data when requested.
- Advises on suitability of room(s) for accommodation changes, and organisation of infrastructure upgrades in consultation with Executive Dean (Resources).
- Decides how to handle non-standard queries and problems relating to accounts for which job holder is responsible, with reference to Finance procedures and knowledge of protocols.

7. Key Contacts/Relationships

- Contact with School Administrators concerning existing and planned posts, computing policy issues, estate and space management issues
- Contact with Principal, Head of College, Head of School, external and internal academic staff over Chair interview arrangements
- Contact with Space Manager over estate issues
- Contact with College Registrar for permanent post approval and ad hoc requests for information
- Contact with College HR for posts being advertised and with HR Systems over issues with HR corporate applications and procedural changes
- Contact with Head of EUCS User Team for HSS over College computing issues

8. Knowledge, Skills and Experience Needed for the Job

- Degree level education plus 2 – 3 years’ related experience.
- Comprehensive knowledge of University and College infrastructure, policies, procedures, aims and objectives, and internal and external regulations.
- Proficiency in the use of appropriate IT packages and up-to-date knowledge of relevant software, databases and corporate information systems.
- Ability to deal with issues of confidentiality and sensitive situations.
- Ability to understand/interpret requirements of others, and present information to others.
- Well developed analytical/problem solving capability.
- Ability to plan and progress work activities, projects, changes within own area of work, using initiative and judgement with limited recourse to senior staff.

9. Dimensions

- 1 Administrative Secretary (1.0 FTE) reports to job holder.
- Job holder has responsibility for College Equipment Budget (c.£650k) and indirect oversight of other College budgets (£200k).
- Job holder services 2 standing committees and numerous short-term Chair committees.

10. Job Context and any other relevant information

In Chair committee work job holder is main point of contact for senior staff from UK and overseas institutions, ensuring arrangements for their visit to the University run smoothly.