University of Edinburgh

Job Description Template

1. Job Details
Job title: EPCC Administrator
School/Support Department: School of Physics
Unit (if applicable): EPCC
Line manager: EPCC Director

2. Job Purpose
To manage administration services throughout EPCC thus ensuring the smooth running of the department and to provide first line contact for all staff on a wide range of topics. Responsibility for the supervision and development of 4 staff within the Department.

3. Main Responsibilities
1. Manage the administration services of EPCC to ensure the smooth running of the Centre. Provide accurate and timely employment advice in line with legislation and best practice to staff and implement improvements in University policy/procedures. Disseminate and implement these procedures within the Centre. 30%

2. Plan, co-ordinate and disseminate estates and space management issues to support departmental activities. Manage key refurbishment/building programmes, as appropriate. Manage departmental safety. Including provision of advice that is compliant with national legislation. Contribute to wider University issues through committee membership. 15%

3. Co-ordinate personnel procedures for all staff in the Centre such as recruitment and appointment in line with University regulations and relevant legislation. Liaise with College, School and staff on all personnel related issues. Maintain and update personnel records, ensuring documents such as contracts of employment reflect current employment details. 30%

4. Prepare confidential management information reports in response to requests from the Management Committee and from the Directors. Monitor and analyse data, produce reports as required. Provide secretarial support to the EPCC Board (external members) and EPCC Directorate; including minuting, organise meetings, prepare and circulate agendas and papers. Contribute to School activities and support members of the Directorate. 10%

5. Maintain records of staff leave; record and monitor sickness/family absence ensuring information is accurate and updated as appropriate in accordance with University policy and procedures. Forward to Human Resources (HR) and Occupational Health where necessary. 10%

6. Responsible for management, appraisal and personal development of 4 staff including monitoring annual leave and workload to ensure effective administrative support for department. 5%

4. Planning and Organising
Prioritise own work within a general plan or schedule, allocate work over short to medium term to meet targets and deadlines dictated by internal customers within the University. React daily to queries referred from clerical members of staff.

Organise and support events, meetings etc. co-ordinate the associated administration, taking into account budgets, timescale and resource requirements.
Carry out planning for building refurbishments which affect the Centre, taking staff needs into account. Respond to reactive work such as providing health and safety advice.

5. Problem Solving
Dealing with sensitive HR issues from EPCC staff; obtaining advice from HR, consulting University policy and implementing procedures while respecting the privacy of the staff member.

Plan Estates & Buildings refurbishments around the needs of staff, ensuring minimal disruption while keeping to set timescales.

Reactive management of day to day issues dictated by the needs of staff and senior management.

6. Decision Making
Taken independently; all management activities relating to the day-to-day running of the administrative office of EPCC, including overseeing all travel expenditure, sick leave, annual leave, stationery ordering and authorising departmental spend within signatory limit. Plan, implement and manage administrative resources including all building works relevant to EPCC and the James Clerk Maxwell Building.

In collaboration with others; matters which need referral to HR or Finance for guidance or clarification on University policy and procedures E.g. family leave (maternity and paternity issues). Liaise with School Technical Services Manager on relevant Estates and Buildings matters, disseminating information to all staff within EPCC.

Referred to Manager; where issues have greater Centre wide implications the postholder will either raise these at Management Committee for discussion and resolution or take advice from the EPCC Director or the Deputy Director, e.g. Safety Audit and its implications to the Centre.

7. Key Contacts/Relationships
Within the Centre – All staff - to advise on University policy and provide information on matters relating to the work environment.
Within the University – School colleagues, HR and Finance - to exchange information / request advice, to ensure procedures are being adhered to.
External – Contractors and visitors - to procure services and arrange work, also to provide information on EPCC and the University.

8. Knowledge, Skills and Experience Needed for the Job
Excellent interpersonal and communication skills; knowledge of higher education, health and safety legislation and University policy and procedures. The ability to think strategically and to exercise tact, diplomacy and confidentiality. Knowledge of Microsoft Office applications. Good time management and organisation skills and the ability to operate effectively under pressure. Must be able to delegate work effectively and work as part of a team.

9. Dimensions
EPCC staff - 70
HPCE Visitors – 50 per year
MSc Students – 20
Authorised signatory for expenditure up to £20,000
Member of the EPCC Management Committee, directly reports to the EPCC Directorate.

10. Job Context and any other relevant information