University of Edinburgh – Job Description

1. Job details
Job title: Assistant Institute Manager
School: Informatics
Unit: ICCS/HCRC and CSTR
Line manager: Institute Administration Manager

2. Job Purpose
To assist and deputise for the Institute Administration Manager in managing the organisation and delivery of all administrative and other non-academic services for and on behalf of the Directors(s) of Institute(s). To function as the Institute Administration Manager for CSTR, a cross-college, interdisciplinary research Institute.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<tr>
<td>10%</td>
<td>1. Contribute to implementation of strategic plans, financial and administrative policies in support of Institute(s) objectives.</td>
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<td>20%</td>
<td>2. In Institute Administration Manager’s absence, manage support staff, services, systems and budgets to secure effective delivery of Institute’s priorities. Independently act as CSTR Administration Manager.</td>
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<td>3. Facilitate and pro-actively support grant/contract bids and represent Institutes in liaison/negotiation with external funding agencies – often in being solely responsible for the activities of an Institute sub-group</td>
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<td>4. Operate financial accounting and management information systems including annual accounts, budgets, project costings and income collection – including forecasting income/expenditure for input to Institute financial projections.</td>
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<td>5. Approve and support the preparation of research grant applications, advising on sponsor regulations. Represent Institutes in liaison/negotiation with external funding agencies. Authorise the submission of research grant applications on behalf of the School.</td>
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<td>6. Arrange meetings, workshops and conferences (including local arrangements, registration facilities, finance etc)</td>
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<td>7. Contribute to wider School organisation as required, for example deputising for Institute Manager at School meetings, servicing School committees etc</td>
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4. Planning and Organising
- Assist in resource planning and forecasting (1-3 year horizon).
- Contribute to Institute accommodation planning (1 – 3 year horizon)
- Initiate, plan and implement local change projects (usually c. 1 year)

5. Problem Solving
- Ensuring continuity of staff contracts through prudent financial management
- Resolving financial and contractual problems with various departments, suppliers, grant awarding bodies and partner institutions.
- Provision of advice to Institute members and admin team on most appropriate way of resolving problems, where necessary taking responsibility for achieving satisfactory resolution.

6. Decision Making
- Organise day-to-day operational decisions concerned with support services operations and budgets.
- Determine when problems can be resolved locally or if the matter should be referred to Institute Administration Manager, School Administrator or Director of Institute
- Interpret and use appropriate discretion in application of university procedures, funding body terms and conditions, and legislative requirements.
7. Key Contacts/Relationships
- Influence and effect change amongst academic and administrative colleagues.
- Contribute to and influence Institute policy and strategy.
- Negotiate contracts, partnerships and procedures with external organisations.
- Advise, counsel, support and where necessary censure individual staff.
- Represent Institute Administration Manager at School Admin and Technical Team meetings.
- Liaise with PPLS School Administrator in managing CSTR admin support.

8. Knowledge, Skills and Experience needed
- Good honours degree or equivalent.
- Professional administration/management qualification advantageous.
- Minimum 6 years administrative experience, preferably some in an HE environment.
- Experience of managing budgets, staff and projects.
- Excellent written and oral communication skills, excellent analytical skills and good IT skills (e.g. use of complex spreadsheets).
- Extremely good people management and time management skills.

9. Dimensions
- Manage between 2 - 10 direct reports (the higher end of the range in deputising for Institute Manager).
- Management/oversight of up to £50K unrestricted budget and for monitoring of up to £5M per annum restricted (research grant and contract) funding from up to 15 different funding bodies.
- In Manager's absence, responsible for managing support services and for financial planning and management affecting up to 70 staff and 100 students.

10. Job context and any other relevant information
The job-holder and one other senior secretary provide the sole administration support for CSTR, including the PPLS component of the Institute.

11. Verification
I agree that this job description conveys an accurate description of this job.

Manager

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Job holder

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Other

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