# JOB DESCRIPTION

## 1. Job details
- **Job title:** Institute Administrator
- **School:** Informatics
- **Line manager:** School Administrator

## 2. Job Purpose
A key member of the School Administrative and Technical management team. To manage the organisation and delivery of all administrative and other non-academic services for and on behalf of the Directors(s) of Institute(s)

## 3. Main Responsibilities **expect statements 1-4 to stand for all but % may vary: variable statements etc marked in italics throughout**

<table>
<thead>
<tr>
<th>Approx. % of time</th>
<th>Description</th>
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<tbody>
<tr>
<td>10%</td>
<td>Contribute to strategic policy, formulation and implementation of strategic plans, financial and administrative policies in support of Institute objectives.</td>
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<tr>
<td>30%</td>
<td>Determine structures for and manage support staff, services, systems and budgets to secure effective delivery of Institute’s priorities.</td>
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<tr>
<td>20%</td>
<td>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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<tr>
<td>20%</td>
<td>Operating financial accounting and management information systems including annual accounts, budgets, project costings and income collection – including forecasting income/expenditure for input to School financial projections.</td>
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<tr>
<td>20%</td>
<td>Initiate and manage change processes and projects and contribute to development of new initiatives to secure improvements to policy, procedure and operation of the Institute and wider School activities.</td>
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## 4. Planning and Organising
- Financial planning for all aspects of Institute activity (1-3 year horizon).
- Resource planning and forecasting (1-3 year horizon).
- Establish structures and service priorities for support functions across Institute (1-3 year).
- Effect Institute accommodation planning (1 – 3 year horizon).
- Initiate, plan and implement local change projects (usually c. 1 year).
- Contribute to planning of School academic projects/initiatives (1-5 year).
- Organise Institute support staff and service areas.

## 5. Problem Solving
- Efficient use of financial resources from many different sources
- Ensuring continuity of staff contracts through prudent financial management
- Resolving financial and contractual problems with various departments, suppliers, grant awarding bodies and partner institutions.

## 6. Decision Making
- Determine overall administrative and support service priorities and decide on changes to staffing, structures and procedures.
- Make all day-to-day operational decisions concerned with support services operations and budgets.
- Make or advise on decisions related to financial and legal aspects of matters such as agreeing terms of external partnerships, contracts and prices or committing new resources (within agreed envelope).
- Interpret and use appropriate discretion in application of university procedures, funding body terms and conditions, and legislative requirements.
- Act on behalf of DoI in his/her absence (in consultation with acting DoI where appropriate).

Comment [dw1]: Should identify these
7. Key Contacts/Relationships
- Discuss and provide advice on strategy and policy with Director of Institute and other senior academic managers.
- Influence and effect change amongst academic and administrative colleagues.
- Provide leadership for, manage and develop direct reports.
- Contribute to and influence School policy and strategy.
- Negotiate contracts, partnerships and procedures with external organisations.
- Advise, counsel, support and where necessary censure individual staff.

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.
- Experience of providing analysis and strategic advice to senior managers.
- 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 3 direct reports
- Responsible for management/oversight of £30K pa unrestricted budget and for monitoring of approx. £1.5M restricted (research grant and contract) funding from upwards of 8 different funding bodies
- Responsible for effective support functioning within Institute premises.
- Responsible for managing support services and for financial planning and management affecting approx. 50-100 staff and 30-80 research students.

10. Job context and any other relevant information

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

Manager
Job title  Name  Signature  Date
Job holder
Staff number  Name  Signature  Date
Other
Job title  Name  Signature  Date