University of Edinburgh
Job Description

1. Job Details

Job title: Social Anthropology Subject Secretary
School/Support Department: School of Social and Political Studies
Unit (if applicable): Social Anthropology
Line manager: School Administrator

2. Job Purpose
To provide administrative and secretarial support to the Head of Social Anthropology and to provide administrative support to other academic staff in the subject area, particularly in ensuring that the administration of the Social Anthropology Honours programmes run smoothly. Subject secretaries form part of the Head of School’s office and normally have certain School-wide responsibilities.

3. Main Responsibilities

1. Support the Head of Social Anthropology: maintain confidential records, deal with correspondence, service academic appointment processes within the Subject, liaise between the Head of Subject and staff/students and with external organisations; service Subject meetings; organise events on behalf of the Head of Subject.

2. Maintain and update databases of exam and assessed coursework marks and other student/course information

3. Work with the academic Examinations Officer and Conveners of Exam Boards, administer the examinations process, minute Boards of Examiners, produce and issue transcripts of students’ marks.

4. Support for honours course organisers (including the production of course literature, dealing with timetabling and room booking issues, processing assessed coursework, interact on behalf of course organisers with WISARD and other online student/course record systems)

5. Support the work of the Subject Research Convener, including preparation for the RAEs

6. Deal with enquiries from and communications between staff, students and outside bodies.

7. Monitor the Subject’s non-salary budget

8. Maintain the Subject web pages

9. Undertake a School-wide responsibility as part of the Head of School’s office. Currently this is to monitor the School-level non-salary budget.

10. Other general duties as determined by the School Administrator

4. Planning and Organising
The postholder plans a year ahead based on the academic cycle, ensuring that time is available at the peak periods, and ensuring that there are appropriate forms, handouts, statistics, booklets, prospectuses etc for the smooth running of the subject area.
For monitoring the School non-salary budget the post-holder must plan for the monthly reconciliation of locally maintained data against the reports issued by the Finance Department and two or three times per year must carry out a more detailed analysis in order to provide a forecast for the year-end position across the School-level job codes.

5. Problem Solving
Time management: having to deal with immediate demands made by students in person, by e-mail and by telephone, whilst trying to complete tasks requiring concentration and uninterrupted application.

Working with the School computing officer to ensure that mark databases are updated to reflect current assessment procedures and degree classification systems.

Dealing tactfully with staff and students when problems arise.

Dealing sensitively and appropriately with students experiencing problems.

6. Decision Making
The majority of decisions on a day-to-day basis are made independently by the postholder and include prioritising own workload. In many respects the postholder is expected to work autonomously. S/he will be expected to make appropriate decisions about whether complex problems/queries need to be referred to senior colleagues

7. Key Contacts/Relationships

University
Course organisers, lecturers, tutors, students, directors of studies, Registry, College offices (and in particular the Finance Team), School office – regularly, transfer of information, correcting errors.

Externally
External examiners, visiting seminar speakers, external organisations

8. Knowledge, Skills and Experience Needed for the Job

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<th>Area</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Skills</td>
<td>Excellent communicator</td>
<td>Minute writing</td>
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<td>Strong interpersonal skills</td>
<td>Running reports and queries from databases</td>
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<td>Excellent all-round secretarial skills (including MS Word, spreadsheets, email)</td>
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<td>Numeracy</td>
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<td>Experience</td>
<td>At least two years experience in a secretarial or similar role</td>
<td>Previous work in University or Higher Education</td>
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<td>Attributes</td>
<td>Resourcefulness and ability to use initiative</td>
<td>Previous experience of budget monitoring</td>
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<td>Ability to be positive, friendly and tactful while able to deal with enquiries firmly if necessary</td>
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<td>Ability to work under pressure, to plan and to prioritise</td>
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<td>Attention to accuracy and detail</td>
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9. Dimensions
There are 16 FTE academic staff in Social Anthropology and four research fellows.

The honours teaching load is typically in the region of 100 FTE
The School unrestricted non-salary budget is approximately £340,000 across 17 job codes. The post-holder also monitors a restricted ‘J’ job code through which approximately £300,000 per annum of restricted income flows.

10. Job Context and any other relevant information
Not applicable.