Job Description

1. Job details
   Job title: Senior 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

   1. Contribute to strategic policy, formulation and implementation of strategic plans, financial and administrative policies in support of Institute objectives. 10%
   2. Determine structures for and manage support staff, services, systems and budgets to secure effective delivery of Institute’s priorities. 30%
   3. Facilitate and pro-actively support grant/contract bids and represent Institutes in liaison/negotiation with external funding agencies. 20%
   4. 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. 20%
   5. 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. 20%

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.
   • The postholder is required to operate as an independent manager, reporting decisions made to the DoI and School Administrator, following broad policy outlines.

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).
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 (for the more senior role these will be generally larger)
- Manage 9 direct reports
- Responsible for management/oversight of £300k p.a unrestricted HCRC budget and oversight of approx. £1M p.a. unrestricted School non-salary budget, providing advice on £5m p.a. unrestricted salary budget and for management/oversight of £4m p.a. restricted (HCRC/ICCS research grant and contract) funding from upwards of 15 different funding bodies
- Responsible for effective support functioning within Institute premises.
- Responsible for managing support services and for financial planning and management affecting approx. 100 staff, visitors and Y students.

10. Job context and any other relevant information
Detailed School level financial management is devolved to this job-holder – in effect functioning as Deputy School Administrator.

The job holder functions as a largely independent manager supporting and helping to provide direction to a complex research grant portfolio.

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

Manager

<table>
<thead>
<tr>
<th>Job title</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Job holder

<table>
<thead>
<tr>
<th>Staff number</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Other

<table>
<thead>
<tr>
<th>Job title</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>