1. Job details
   Job title: School Administrator
   School: GeoSciences
   Line manager: Head of School

2. Job Purpose
   A key member of the School management team. Accountable to the Head of School for overall organisation and management of support services, financial planning and strategic advice to deliver the School’s objectives.

3. Main Responsibilities
   1. Provide strategic, policy and professional advice to ensure effective governance, planning and strategy development in the School.  
      Approx. % of time: 30%
   2. Determine structures for, manage and develop support staff, services, systems and budgets to secure effective delivery of the School’s priorities.  
      Approx. % of time: 30%
   3. Develop and manage a financial strategy for the School to ensure sustainability and potential for growth.  
      Approx. % of time: 20%
   4. Initiate and manage change processes and projects and contribute to development of new academic initiatives to secure improvements to policy, procedure and operation of the School and University.  
      Approx. % of time: 20%

4. Planning and Organising
   - Plan and establish immediate and long-term (1-5 year) structures and service priorities for all support functions across the School (teaching organisation; graduate organisation; finance; HR & research support; scientific and technical services; IT services), including staff deployment, development and turnover.
   - Organise overall operation of School support staff and service areas; delegated through a service manager for each area as noted above.
   - Detailed (1-3 year) and long-term (3-10 year) financial and resource planning and forecasting for all aspects of School activity.
   - Contribute to creation and organisation of School annual and five-year academic plans and to projects and initiatives (e.g. RAE planning; strategic initiatives such as research pooling; changes to academic organisational structures).
   - Initiate, plan and implement change projects within the School (e.g. restructuring of support staff; changes to resource allocation models; introduction of new strategic planning procedures).
   - Contribute to planning and organisation of College or University projects and initiatives (e.g. implementation of full economic costing; Reward Modernisation project).

5. Problem Solving
   - Balance competing needs in setting and managing School resources strategy.
   - Analyse existing provision and devise solutions to significant process, structural, financial and personnel problems within the School; identify new areas that would benefit from support provision.
   - Use judgement to analyse funding environment, forecast long-term financial position and to evaluate acceptable risks in strategy and plans.
Resolve operational and personnel matters not able to be solved by service managers (e.g. complex employment policy issues; conflicting priorities and demands between service areas).

6. Decision Making
- Determine overall administrative and support service priorities and decide on changes to staffing, structures and systems.
- Make or delegate all day-to-day policy and operational decisions concerned with support services operations and budgets.
- Make or delegate decisions related to financial and legal aspects of academic matters such as negotiating and agreeing terms of external partnerships, contracts and prices, and committing new resources to projects and activities (within agreed envelope).
- Interpret and use appropriate discretion in application of university procedures and legislative requirements.
- Act on behalf of HoS in his/her absence (in consultation with acting HoS where appropriate).
- Contribute as a member of School Executive Group to all strategic decision-making and policy development in the School.

7. Key Contacts/Relationships
- Discuss and provide advice on strategy and policy with Head of School and other senior academic managers.
- Influence and effect change amongst academic and administrative colleagues.
- Provide leadership for, manage and develop direct reports.
- Discuss with and influence senior managers to set College and University-level policy and strategy (e.g. through membership of University-level working groups).
- Negotiate partnerships, contracts and procedures with external organisations (e.g. SFC, other universities, associated institutions, Research Councils, commercial partners).
- Advise, develop, support and where necessary censure individual staff.

8. Knowledge, Skills and Experience needed
- Good honours degree or equivalent. PhD in a relevant subject advantageous.
- Professional administration/management qualification advantageous.
- Minimum 6-7 years administrative experience, preferably some in an HE environment.
- Experience of managing significant 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).
- Very good interpersonal, people management and time management skills.

9. Dimensions
- Manage 5 direct reports (School service managers).
- 45 indirect reports (clerical, technical and administrative) through these service managers.
- Appraiser (but not direct line manager) for further service manager (IT services manager) and through that post for oversight of team of 9 computing support staff.
- Responsible for management oversight of £6.5M unrestricted budget (including salaries) and for oversight of approx. £5M restricted (research grant and contract) funding.
- Responsible for effective support functioning in 3 main buildings on 2 University sites.
- Responsible for managing support services and for financial planning and management affecting approx. 230 staff and 1200 students.
- Responsible for oversight of financial and contractual aspects of 3 major partnerships (with NERC – the School hosts several NERC national facilities; SUERC; SAC) and 2 Research Pooling initiatives (SFC and 9 Scottish universities), and for other consortia.

10. Job context and any other relevant information