

## **Agency Worker Administrative Services Job Profile**

**Job Profile:** Senior Administrative / Professional, Qualified: eg within HR, Finance, Planning or other administrative service function

**Grade:** 7

**Experience:** Degree in relevant subject or equivalent formal training, plus a minimum of 2 years' hands-on experience in a similar or related role(s).

**Summary:** Roles at this grade will be providing advice and support to schools/departments/work units based upon a full understanding of a technical, professional or specialised field. They will plan and ensure progress within established professional procedures and university policy. They will be expected to identify gaps in information, and conduct analyses to solve/resolve problems and issues with short-term consequences. They will put forward recommendations on managing more complex situations. Individuals will be responsible for planning and organising their own work or that of a team of colleagues who may be involved in different types of work and will encounter changing priorities. There will be a need for liaison and the co-ordination of activities, across a number of subsections of a school/department/university.

### **Knowledge & Skills Required**

- Thorough knowledge and understanding of the work practices, processes and procedures relevant to the role, which may include broader sector/commercial awareness.
- Detailed operational knowledge of systems relevant to own field of work in terms of functionality and capability and/or detailed knowledge of own service area and products/services available.
- Clear understanding of the regulations and codes of practice set for the conduct and output of the role.
- Experience of planning and progressing work activities within general guidelines, using initiative and judgement without recourse to seniors.
- Proven analytical and problem solving capability
- Proven communication and interpersonal skills.