

JOB DESCRIPTION

Job title: Administrator
Campus: Hendon
Grade: 4
Salary: £23,263 - 26,559 (inclusive of London Weighting) – pro-rata
FTE: 0.6
Period: 1 year fixed term
Reporting to: Head of Department

Overall

Purpose: Provide administrative support, secretarial and specialist support as part of the Department of Mental Health, Social Work & Integrative Medicine within the School of Health and Education. The Department has a number of key work streams for example undergraduate and postgraduate provision; CPD (continuing professional development programmes); partnership working including our Teaching Partnership with local authorities; there is a need to work flexibly and co-operatively to provide a consistent service and supportive environment to members of the Department. A portfolio of activities of specialist support will be delivered by this post holder in discussion with the Head of Department and Director of Programmes).

Principal Duties:

- Administrative support for key work streams provided by the Department, this will include secretarial support for Departmental meetings and ad hoc meetings and staff management processes.
- Maintain logical and accessible administrative systems for the Department including creating electronic filing systems for tracking workflow and retrieving archives and ensure all Department information is kept up to date.
- In liaison with the School Leadership Office, arrange the induction of new staff (both core and hourly paid) within the Department
- Co-ordinate academic staff availability including duty rota production in line with Departmental needs
- To provide secretarial/administrative support for the Ethics process, to include the organisation and co-ordination of Department Sub-Committees
- To support CPD activity within the Department
- Act as a point of contact for Academic staff reporting sickness and annual leave absence and undertaking follow up procedures for notifying students of changes.
- Organise Departmental seminars, special lectures, events and conferences including maintaining an electronic department calendar of events.
- Ensure requests for information from other Central Services and external sources to the Department are responded to within the required time period.
- Order supplies for the Department working closely with Financial Services to ensure all processes are in accordance with University procurement guidelines
- Promote Health & Safety within the Department in line with University guidelines

Programmes and Modules

- Produce Programme Handbooks in conjunction with Programme Leaders
- Update MISIS/PIP database for all modules and programmes which feed directly into web based information for applicants, students and staff. Ensure Module and Programme Leader information is up to date. In addition provide and interpret information from (MISIS) and assist with block moving students to different seminars/modules on MISIS when required.
- Assist the Assessment Team with Assessment processes which include minute taking at a Subject Assessment Board.
- Provide secretarial support to Student Voice meetings, to include booking of rooms and any catering required, organise meetings, support student representatives and follow up and report on identified actions.
- Produce generic programme timetables for issuing at Induction where appropriate
- Liaise with Module Leaders to update module templates, assist with the uploading of modules and provide assistance to the processing of module feedback as necessary
- Co-ordinate the collation of Assessment Deadlines and advise academics accordingly
- Support the organisation of programme events and degree shows.
- Provide support to the Programme Leader in arranging block week/weekends, field trips and residentials for programmes including securing quotes and booking accommodation, travel etc.
- Provide information as required by Accredited Professional Bodies including student membership details
- Work with Middlesex University Student Union and the Programme team to successfully recruit Student Voice Leaders
- Uploading of documents onto the Middlesex VLE (i.e. Moodle)

Other Duties

- Undertake responsibility for a key function if required
- Lead/assist on various projects which are related to the post-holder's duties, areas of responsibility or service improvement. This includes consulting colleagues inside and outside the School/University, drafting reports and making recommendations on further action.
- Any other tasks that may be required by the Head of Department, Director of Programmes and Programme Leader, including the organization of CPD development days, Open Days etc.

PERSON SPECIFICATION

Essential

- A Level, GCSEs or equivalent qualification and/or relevant work experience. Other candidates may be considered if they have significant relevant work experience.
- Demonstrable experience of supporting senior staff including experience of liaising with representatives of external organisations
- Proven administrative skills plus the ability to apply new knowledge and ability to work unsupervised.
- Excellent time management skills and the ability to organize and prioritise work demands to meet deadlines
- Proven ability to work proactively, to take independent action and decisions and to take delegated tasks through to completion.
- Demonstrable good interpersonal skills, including application of tact, discretion and confidentiality
- Demonstrable written and verbal communication skills including the ability to advise on procedures and to produce concise and accurate reports.
- Proven IT skills, including a good level of competence in MS Office software suite
- Demonstrable ability to deliver a user-focused, professional service for all staff, students and external visitors.

Desirable

- Graduate education
- Previous experience in a HE institution or similar organization would be an advantage
- Demonstrable knowledge of the University or similar CPD processes
- The ability to analyse, interpret, summarise and compare data and draw effective conclusions

Working Conditions

Hours: 35.5 hours per week, actual daily hours by arrangement

Annual Leave: 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.