

RECRUITMENT PACK



This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation AccessAble who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 26 May 2019

Interviews are planned for: 10 June 2019

Expected start date: 12 August or as close to this thereafter



JOB DESCRIPTION – Job ref REQ02625

Job Title and Grade:	Administrator (Executive Services) Grade 4
Contract:	Permanent, Full-time
Hours:	36 hours per week
Salary:	£19,202 - £22,017 per annum
Department/Section:	Essex Law School
Responsible to:	Head of School
Reports on a day to day basis to:	School Manager Executive Office (Finance)
Purpose of job:	The Administrator (Executive Services) is responsible for the provision of high quality general administrative and financial support to facilitate the day-to-day operations of the School including space, facilities, and equipment.

Duties of the Post:

The main duties of the post will include:

1. Assist the School's Executive Officer (Finance), including raising purchase orders, payment of invoices, petty cash, and expenses, and providing colleagues with financial information, ensuring the University's Financial Regulations are adhered to.
2. To provide general administrative support within the School, including duties such as filing, photocopying, and archiving, sorting and maintaining of the School's incoming and outgoing post.
3. To maintain and manage accurate records in accordance with agreed protocols and the School's retention schedule, and collate and maintain data for reporting and quality assurance purposes.
4. To manage the provision of office supplies, including the ordering and stock control of general office supplies, stationery, and refreshments, and maintaining the School's storage facilities.
5. To maintain the School's inventory of fixed assets and equipment (including PC/printers), undertaking the annual equipment check. To be responsible for the ordering and maintenance of PCs, printers, laptops/software/maintenance contracts for all PCs and equipment in the department.
6. Assisting with ensuring the School's compliance with various University policies, acting as the School's Health and Safety Liaison Officer, undertaking task such as tracking, identifying and solving Display Screen Equipment problems and risk areas within the School.
7. To assist with the co-ordination of the School's committee structure, including management of the School calendar and arrangement of meetings.
8. To assist with the preparation, formatting and despatch of agendas, papers, reports and minutes in advance for committees and meetings and to assist with providing committee servicing support, including attending some meetings to take notes and circulate actions.

9. To manage senior staff diaries and calendars as required, using Outlook to organise meetings, and to draft and respond to correspondence.
10. Responsibility for general housekeeping issues, including signage changes, fault reporting and assisting with room moves, liaising with the various Professional Services areas as required e.g. Estates.
11. To maintain the School e-mail groups, telephone lists, and be responsible for the processing, logging and organisation of the School keys.
12. Providing administrative support to the recruitment and selection process for both academic and professional services staff. To include preparation of human resources packs, assisting with interview processing and taking part in new staff inductions.
13. Supporting colleagues with the implementation of new processes and policies, and providing guidance and training to staff with regards to these new processes.
14. To provide administrative support to academic colleagues with specific administrative or leadership roles, as determined by the School Manager.
15. Assisting other administrative staff in the School should the need arise, including providing cover for the Education Team in the General Office and responding to student enquiries, or providing support for the Events and Communications Team as required.
16. To identify potential improvements to administrative systems and to contribute to process reviews with the aim of increasing efficiency and effectiveness.
17. Any other duties as determined from time to time by the Head of School, School Manager or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

April 2019

PERSON SPECIFICATION

JOB TITLE: Administrator (Executive Services)
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Qualifications /Training

	Essential	Desirable
▪ Educated to 'A' level or equivalent.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ A minimum 5 GCSEs at grade A-C (or equivalent), including English Language and Mathematics.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Relevant administrative experience in a busy office environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working within a customer focused environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using Microsoft Office software particularly Outlook, Word and Excel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of prioritising workload to deal with a range of varied and competing tasks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of drafting a range of correspondence demonstrating good use of English.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An understanding of working practices in Higher Education.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working with financial process', to include raising purchase orders, receipting goods processing expense claims.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of using Agresso, or other finance packages.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Budgetary control experience, including keeping accurate records and monitoring spend against budget.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of committee or meeting servicing, including minute taking and report writing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Outstanding planning and time management skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent organisational skills, with the ability to manage and prioritise multiple tasks effectively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ High standards of accuracy and attention to detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ High-level interpersonal skills, with the ability to communicate effectively with internal and external stakeholders at all levels of an organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent IT skills and the ability to use databases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent customer service skills and a commitment to providing a high level of service to students, colleagues and visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work independently with minimal supervision, and to work effectively as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A reliable team member, with a flexible approach to work and 'can-do' attitude.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Other

	Essential	Desirable
▪ Ability to meet the working hour requirements of the role, which may occasionally involve work outside of standard office hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

April 2019

ADDITIONAL INFORMATION

Essex Law School

You can find more information about the department at the following link:

<https://www.essex.ac.uk/departments/law>

General information

Informal enquiries may be made to Jamie Tuxford, School Manager (telephone: 01206 872586 e-mail: jtuxford@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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