

<b>JOB DESCRIPTION AND PERSON SPECIFICATION</b>	
<b>Job Title:</b> PA Administrator	<b>Salary:</b> £29,358.00 - £35,839.00
<b>Grade:</b> 3	<b>Location:</b> 272 High Holborn
<b>Accountable to:</b> Deputy Head of Assessment and Quality	<b>College/Service:</b> Academic Registry
<b>Purpose of Role:</b>  To provide administrative support to the Assessment and Quality team, including PA duties for the Academic Registrar, responsibility for processing finance claims, supporting meetings and specific projects, dealing with queries and undertaking general office support duties.	
<b>Duties and Responsibilities</b>  Specific Duties and Responsibilities <ol style="list-style-type: none"> <li>1. To be main enquiry point for Assessment and Quality, including taking phone queries, and acting as first line help desk for Assessment and Quality procedures and building up sufficient knowledge of university quality processes and which members of the team are responsible.</li> <li>2. To assist in maintenance of website and Canvas site for Assessment and Quality</li> <li>3. To act as secretary for section meetings such as Quality Manager Network; Timetabling Governance Board.</li> <li>4. To support Assessment and Quality projects as appropriate.</li> <li>5. To support the operation of Assessment and Quality by processing all payments to suppliers, and external assessors involved in validation, re-approval and Quality review processes.</li> <li>6. To support external examiner system by processing payments to external examiners and assessors and logging receipt of reports</li> <li>7. To support Awards team by dealing with enquiries and managing the awards inbox</li> <li>8. To act as PA to the Academic Registrar, including maintaining diary, arranging meetings, collating papers, managing catering and room booking.</li> <li>9. To undertake event management of Assessment and Quality staff development, away days and other events of this nature</li> <li>10. To undertake general office duties for the assessment and quality section               <ul style="list-style-type: none"> <li>○ ordering stationery and liaising with suppliers as appropriate</li> <li>○ undertaking event management for staff development and away days including managing travel and accommodation for staff.</li> <li>○ Liaison with IT on equipment problems or office moves</li> </ul> </li> </ol> General Duties and Responsibilities <ol style="list-style-type: none"> <li>11. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University</li> <li>12. To undertake health and safety duties and responsibilities appropriate to the role</li> <li>13. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work</li> <li>14. To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)</li> </ol>	

15. To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
16. To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
17. To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc.; with whom regular contact is required.

Deputy Head of Assessment and Quality

Academic Registrar

Head of Assessment and Quality

Senior Administrators in Assessment and Quality

Academic Registry staff

**Job Title: PA Administrator Assessment & Quality**  
**Grade: 3**

Person Specification	
Specialist Knowledge/Qualifications	Relevant Qualification; degree or equivalent.
Relevant Experience	Relevant experience in the area of administration and secretarial work in a higher education environment and is able to work independently.
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.