



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Administrator, Academic Enhancement & Attainment team

Salary:
£29,358 - £35,839 per annum

Grade:
Grade 3

Location:
272 High Holborn, London

Accountable to:
Interim Associate Dean Academic Enhancement

Section:
Teaching, Learning & Employability Exchange,
Academic Development and Services

Purpose of Job:

- To provide effective and efficient administration support to the Academic Enhancement Model and Attainment (AEM) team, Reward and Recognition role and Dean of Learning, Teaching and Enhancement. To provide a comprehensive, customer-focussed administrative service across their areas of activity.

Main Duties and Responsibilities:

- Provide administrative support across the AEM and Attainment team and Reward and Recognition role with areas of responsibility including; arrange and service a variety of meetings and committees, confirming meeting dates, booking virtual/physical meeting rooms, preparing agendas, monitoring attendance up-take, circulating papers and taking minutes.
- To set up and administer mailing lists, file structures and collaboration tools for online information sharing within the Academic Enhancement and Attainment team.
- Oversee and monitor the AEM budget, including raising Hourly Paid Lecturer contracts.
- To set up and maintain appropriate systems for storage and retrieval of both electronic and paper-based files for the Academic enhancement and attainment team and Reward and Recognition role.
- To collate information and documentation, including, evaluations, researching, producing formatting and proof- reading reports, documentation and presentations as required.
- To maintain an up to date knowledge of the work of the Exchange, including an awareness of its strategic and operational plans, in order to handle enquiries and referrals effectively.
- To organise meetings for and manage the electronic diary of the Dean to inform forward-planning and management of their workload.
- To assist with the production of communication, presentation and marketing materials in digital and print formats.
- Liaise with the Academic Development and Services finance team, the University's finance department and HR as appropriate.

Additional Duties and Responsibilities:

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- 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
- 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
- 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:

- Interim Dean of Learning, Teaching and Enhancement
- Interim Associate Dean Academic Enhancement
- Academic Enhancement and Attainment Team and AEM Coordinator
- Educational Developer, Reward and Recognition
- Colleagues within the Colleges who have administrative responsibility for course teams

Resources Managed:

Budgets: None

Staff: None

Other: None

Last Reviewed: February 2018

Person Specification

Specialist Knowledge/ Qualifications	Educated to A level or above Ability to organise administrative processes effectively in a complex multi-stakeholder environment High standard of English language proficiency, including knowledge of the correct use of punctuation
	Significant administrative experience Experience of using various software packages and digital tools, ideally across dual platforms:

Relevant Experience	<p>PC, MS Word, MS Teams, Powerpoint, Excel and MS Office 365 (essential)</p> <p>Moodle, Blackboard Collaborate, Sharepoint, InDesign and Mac (desirable)</p> <p>Experience of using online tools for diary management, financial administration and HR administration</p> <p>Experience or demonstrable interest in working in Higher Education</p> <p>Experience of working in a creative or staff development context (desirable)</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using other visual media</p>
Research, Teaching and Learning	<p>Effectively delivers basic training or briefings to support understanding or learning, in order to contribute to staff induction programmes and other activities</p> <p>Able to undertake desk-based research with limited direction</p>
Professional Practice	<p>Contributes to developing and enhancing professional administrative processes and practices</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups</p>
Student Experience or Customer Service	<p>Builds and maintains positive relationships with colleagues across the University as well as with students</p>
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems</p>