

General:

- 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 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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- 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: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

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Specific Management Responsibilities

Budgets:

Staff:

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Student Employment Administrator (ArtsTemps)
Grade: 2

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Skills in using IT systems/ applications/ databases such as managing/ maintaining records, bookings etc. • Familiar with content management systems databases
Relevant Experience	<ul style="list-style-type: none"> • Experience in providing administrative support to a team preferably in an academic environment • Experience of dealing sensitively with a wide range of enquiries and a diversity of needs • Experience of managing sensitive information in a secure environment.
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively orally and in writing • Has excellent spelling and grammar
Planning and Managing Resources	<ul style="list-style-type: none"> • Plans, prioritises and organises work to achieve objectives on time • Experience of diary management
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team
Student Experience or Customer Service	<ul style="list-style-type: none"> • Provides a positive and responsive student or customer service. • Managing student expectations
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Uses initiative or creativity to resolve day-to-day-problems