



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