

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: International Relations Unit Administrator

Accountable to: Director International Relations Unit

Contract Length: Permanent

Hours per week/FTE: FT

Weeks per year: 52

Salary: £28,274 - £34,515

Grade: 3

College/Service: International Relations Unit

Location: High Holborn

Purpose of Role:

This is a key administrative support role for the central International Relations unit at the University of the Arts London. The role will include maintenance of accurate and up to date records, providing committee support to cross University groups, and supporting the Director of International Relations Unit in the day to day administration of the International Relations Unit including budget administration and the management of partnership and visit requests.

The post-holder will be a skilled and efficient administrator, confident in maintaining and enhancing processes for the collation of cross University information relating to International Relations and partnerships. The post-holder will liaise with colleagues from all levels across the University so will be an excellent communicator.

Duties and Responsibilities

- To be responsible for the general administration of the International Relations Unit including the maintenance of files, records and financial information.
- To process invoices, budget journals, credit card expenditure and budget reports.
- To be responsible for the maintenance of the IRU shared drive.
- To be responsible for the maintenance and development of the Raisers Edge database for University international relationships and partnerships. To liaise with key contacts within Colleges and Business Units promoting the use of RE and identifying and coordinating training. To set up and maintain sharepoint or one drive records of senior staff visit reports and international contacts.
- To provide support to the International Strategy Implementation Group, including the setting of agendas, circulation of papers, minute taking and management of action planning. To provide administrative support to sub groups of the International Strategy Implementation Group as necessary.
- To support the Director of the International Relations Unit in the setting up of and preparation for meetings and diary management.
- To provide regular reports to the Director of the International Relations Unit on international links within the University.
- To coordinate requests for incoming visits by international visitors, and liaise with the University Colleges accordingly.
- To be responsible for the organisation of incoming visits by international visitors including liaison with Colleges and Business Units regarding visits and meetings, drafting of the formal schedule and organisation of refreshments and meeting rooms as necessary.
- To be responsible for the scheduling of major outgoing delegations including booking travel and accommodation, VISA applications and liaison with partner institutions and organisations regarding the visit schedules.
- To provide high quality briefing materials for outgoing delegations.
- To be responsible for the maintenance of a UAL intranet page on international partnerships and the International Relations Unit, and the UAL external internet page;
- To be skilled in the use of Word, Excel, Powerpoint and other application software in order to manage data and prepare high quality visual reports and presentations on behalf of the Director of the International Relations Unit.
- To liaise effectively and sensitively with Colleges and other University departments to assist in the implementation of the University's International Strategy.
- 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 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: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Director International Relations Unit
- IRU team members
- College Directors of International Development (or equivalents)
- Members of International Strategy Implementation Group
- ADS Finance Administrator and other Finance contacts

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment):

Signed Juliette Sargeant Date of last review May 2018
(Recruiting Manager)

Job Title: International Relations Unit Administrator Grade: 3

The application form sets out a number of competence questions related to all 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 all of these criteria.**

Person Specification	
Specialist Knowledge/ Qualifications	<p>Educated to Degree level or equivalent.</p> <p>Understanding of the UK HE sector.</p> <p>Experience of working in Higher Education. (Desirable)</p> <p>Knowledge or experience of international education and partnerships. (Desirable)</p>
Relevant Experience	<p>Has relevant experience in own area of work and is able to work independently.</p> <p>Strong administrative skills, including experience of maintaining/developing and enhancing administrative processes within a unit or department.</p>
Communication Skills	<p>Ability to provide routine oral and written information clearly and concisely and able to understand and explain technical terms commonly in use in own area of work.</p>

	<p>Ability to produce presentation materials for the Director of IRU and other team members, confident in a variety of applications.</p> <p>Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post.</p> <p>Ability to communicate with colleagues within an organisation at all levels, showing diplomacy and tact while collating and maintaining accurate records and information.</p> <p>Is involved in internal or external networks, ensuring that accurate information is passed onto the most appropriate people in a timely fashion to improve working practices.</p> <p>Ability to maintain accurate and up to date knowledge of services available in own and related areas of work, ensuring that the experience of each customer is positive and satisfactory.</p> <p>Ability to contribute to the adaptation of services and systems to meet stakeholder needs and contributes to their ongoing enhancement.</p>
Planning and Managing Resources	<p>Experience of working as a member of a team, providing support, assistance and cover where needed.</p> <p>Ability to create realistic plans to achieve own deadlines and objectives, effectively managing workload, and prioritising own work.</p> <p>Knowledge and experience of committee work, preparing papers, monitoring action plans, taking minutes.</p> <p>Ability to contribute to the induction of new staff, providing training and instruction on own area of responsibility, also acting as a “buddy”/coach without waiting to be asked.</p>
Creativity, Innovation and Problem Solving	<p>Ability to distinguish between the need to make a decision and when to defer, also contributes to the decision making of others by providing relevant information and opinions.</p> <p>Ability to analyse problems to identify their cause, considering all possible solutions to identify those which offer wider benefits.</p> <p>Ability to establish basic facts by carrying out appropriate enquiries, identifying and using a range of sources and types of data to produce full and accurate reports and or accounts of situations.</p>