

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF35287
<b>Post Title:</b>	Department and Research Centre Administrator
<b>Grade:</b>	5
<b>School/Department:</b>	International Business and Strategy
<b>Reports to:</b>	Head of International Business and Strategy
<b>Responsible for:</b>	N/A

## Purpose

The purpose of the role is to provide a high quality and efficient administrative support to the Head of Department and academic colleagues in the International Business and Strategy department and to support the administration of the World of Work initiative (a collaborative Henley wide project aligned research and careers centre). The post holder will work closely with a fellow departmental administrator.

This role requires a good understanding of the University systems and processes. The post holder will have some control of their own workload and priorities as well as work without close daily supervision.

The core areas of this post are:

- Act as Administrator for the World of Work research centre activity and curator of content
- Acting as an Administrator for the Centre for International Business and History
- Support to the Director of Studies with Teaching and Learning

The role will require occasional working during evenings and weekends to support conferences.

## Main duties and responsibilities

### *Acting as a Research Administrator for the Henley Business School wide – Work of Work*

Providing Research centre support for the World of Work research and careers centre, which includes:

- Assisting with the organisation of workshops, conferences and seminars, arrangement of transportation, catering, booking rooms, liaising with marketing and events organisation teams, updating the Centre website.
- Liaising with the WoW visitors, preparing documentation and paperwork for visitor.
- Ensuring the Centre's website is up to date and promotes the Centre's activity.
- Curating content from across the business school that aligns to the Centre.
- Aiding in coordinating between the various research centres and Henley professional functions involved in the Centre.

*Acting as a Research Administrator for the departmental research centre - Centre of International Business and History*

Providing Research centre support for the Centre of International Business History, which includes:

- Organisation of workshops, conferences and seminars, arrangement of transportation, catering, booking rooms, liaising with marketing and events organisation teams, updating the Centre website
- Liaising with the CIBH centre visitors, preparing documentation and paperwork for visiting lecturers, providing coordination and support in making local arrangements for the Centre.
- Ensuring the Centre's website is up to date and promotes the Centre's activity.
- Managing national and international travel arrangements for senior staff in the Department who are representing the Centre at events and meetings.

*Providing high quality administrative support to the Head of Department, which includes, but is not restricted to:*

- Diary and appointments management.
- Servicing committees.
- Acting as first point of contact for enquiries.
- Organising travel and accommodation arrangements.
- Organising departmental meetings and taking minutes.
- Proof reading and copy-editing of documents.
- Administering the workload allocation process for academic staff and associates.

*Support to the Director of Studies with teaching and learning activities such as:*

- Managing the module convenors report process.
- Monitoring peer review activities and keeping records up-to-date.
- Collating module evaluation forms.
- Assisting with taking minutes on the academic misconduct and appeals matters, arranging the interviews, booking rooms and maintaining accurate records of the academic misconduct outcomes for the department.
- Monitoring the IBS owned modules and working with the Faculty and RISIS colleagues to ensure correctness of details.

*Support to the Director of Studies with teaching and learning activities on the school level:*

- Compiling, comparing, and keeping statistical data on the departmental level in relation to modules across Business and Management programmes.

## **General administrative duties**

- Making travel and accommodation arrangements for the faculty, ensuring adherence to the University policy on travel and expenses.
- Raising requisitions, authorising orders, managing enquiries and goods receipting invoices.
- Purchasing goods and services for the Department using a University Purchase Card, carrying out monthly reconciliations for all transactions.
- Maintaining records of gifts and hospitality registers and professional memberships for staff in the department.
- Organising office moves disposal of waste and procuring equipment for the department.
- Diary and appointments management – exercising discretion and confidentiality in managing diary and organising appointments; arranging meetings (both regular and ad hoc); organisation of local outlook calendars.
- Maintaining up-to-date knowledge of University procedures, processes and current initiatives and issues relevant to the department.
- Supporting the delivery of Department events and activities (internal and external) including local conferences and seminars, recruitment, graduation, outreach or widening participation events.
- Providing high quality general administrative support to Academic Faculty in support of their research and teaching activities.
- Assisting the Academic Faculty with the organisation of teaching materials to the highest standard; liaising with programme administrators as appropriate.
- Other ad hoc duties which may be required from time to time in line with the duties of this post.

### **Supervision received**

To report to the Head of Department. The post holder is expected to be able to manage his/her workload effectively and be experienced in working with limited day-to-day supervision.

### **Supervision given**

N/A

### **Contact**

The post holder will liaise with internal department across Henley Business School and the University as necessary and with external organisations as required by the Head of Department. The post-holder will act as a first point of contact for external enquiries and visitors to the Department e.g. visiting students/prospective students, academic visitors, conference delegates.

### **Terms and conditions**

This is a part time permanent position. Some flexibility of working hours may be required to support specific Faculty events. Travel may occasionally be required to both Whiteknights and/or Greenlands campuses.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties

from time to time which do not change the general character of the job or the level of responsibility entailed.

## PERSON SPECIFICATION

Job Title	School/Department
Department Administrator	International Business and Strategy

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Experience of Higher Education systems e.g. RISIS, Blackboard etc.</li> <li>• Proofreading ability</li> <li>• Copy-editing ability</li> <li>• Strong verbal and written communication.</li> <li>• Attention to detail and high level of accuracy.</li> <li>• High quality language skills.</li> <li>• Good interpersonal skills and the ability to work effectively as part of a team.</li> <li>• Excellent organisational and problem-solving skills.</li> <li>• Ability to maintain confidentiality.</li> <li>• The ability to prioritise your own workload</li> </ul>	<ul style="list-style-type: none"> <li>• Keen to work with data and databases.</li> <li>• Experience of working in a University, and preferably Business School environment</li> <li>• Knowledge of teaching and learning policies and procedures</li> <li>• Experience of using internal University systems such as P2P and SRFs</li> </ul>

<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Good general education to A Level standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong understanding of Microsoft Office applications – Word, Excel, Outlook, Powerpoint.</li> <li>• Excellent IT skills.</li> <li>• Modern office management systems such as shared drives and electronic record keeping</li> <li>• Familiarity with on-line processes and web based systems and with standard office systems and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the administrative requirements in the Higher Education sector.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• A strong administrative background</li> <li>• Diary management skills</li> <li>• Copy-editing skills</li> <li>• Experience of customer facing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Significant experience in working with minimal supervision.</li> <li>• Making travel arrangements</li> <li>• Experience in a University/Business School environment.</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Pro-active and friendly approach</li> <li>• Flexibility and readiness to adapt to change</li> <li>• An enthusiasm to pick up new tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Remains calm under pressure to meet deadlines.</li> </ul>

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Completed by: James T. Walker	Date: 28/07/2017
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