

JOB DESCRIPTION

Vacancy reference:	SRF27882
Post Title:	Department Administrator
Grade:	5
School/Department:	Henley Business School, Business Informatics, Systems and Accounting(BISA)
Reports to:	Head of BISA
Responsible for:	Department Administration Team

Purpose

Business Informatics, Systems and Accounting (BISA) is one of the six departments in Henley Business School. We are seeking to appoint the Department Administrator who will be responsible for the overall administrative operation of the department and will work with the Head of BISA to manage and co-ordinate the financial and operational strategies and procedures within BISA.

Main duties and responsibilities

- To manage the provision of high quality administrative support to all areas of work of the department, and to provide support to the Head of BISA in the operation of the department including the development and implementation of departmental strategy, policies and procedures.
- To administer HR- related matters including staff recruitment, performance and development reviews, sessional/external contracts and personnel-related issues such as staff discipline or grievance.
- To actively participate in the preparation of the annual budget model and take part in quarterly financial reviews.
- To manage deadlines and forward plans to ensure that all issues relating to the department administration are dealt with in a timely and appropriate manner.
- To ensure the effective fulfilment of administrative functions in support of teaching and research delegating to the department administration team as appropriate.
- To be responsible and accountable for the productivity and efficiency of department administration team.
- To undertake other appropriate activities and tasks as required by the Head of BISA.

Supervision received

The post- holder will receive supervision from the Head of BISA.

Supervision given

The post-holder will supervise the department administration team.

Contact

The post holder will liaise with other departments and units within Henley Business School and across the University, and with external organisations as required by department.

Terms and conditions

This is a full time (36 hours per week) permanent position. Some flexibility of working hours may be required to support specific department or School events. The post-holder will be based in Whiteknights Campus, and may require travels to Greenlands Campus from time to time as required by the department.

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.

Date assessed: 18/01/2019

PERSON SPECIFICATION

Job Title	School/Department
Department Administrator	Henley Business School/Business Informatics, Systems and Accounting

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent organisational skills • Excellent written, oral and communication skills • Ability to manage staff and workload • Excellent interpersonal and negotiating skills • Excellent office and administration skills such as organising meetings, setting meeting agendas and taking minutes • Good IT skills, including Word, Excel and Outlook 	
Attainment	<ul style="list-style-type: none"> • Good general education to A Level standard or equivalent qualifications or experience 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of UK higher education and its procedures and policies • Knowledge of modern office organisation and administration procedures 	<ul style="list-style-type: none"> • Agresso Financial System • Finance/Bookkeeping

Relevant Experience	<ul style="list-style-type: none"> • Experience in a similar administrative role • Office/administration management 	<ul style="list-style-type: none"> • Staff management • Experience in working in a multicultural environment • Experience in handling confidential data
Disposition	<ul style="list-style-type: none"> • Ability to work with senior academic and support staff • Ability to work on own initiative; self-motivated • Efficient, organised and able to meet deadlines • Ability to demonstrate sensitivity and discretion • Ability to work as a member of a team • Demonstrable ability to pay attention to detail • Efficient, organised and able to prioritise and meet deadlines • Collegial attitude to work 	
Other		<ul style="list-style-type: none"> • Full driving license and own car desirable.

Completed by: Keiichi Nakata	Date: 18/01/2019
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