

## JOB DESCRIPTION

<b>Job Title:</b>	Faculty Learning and Teaching Administrator	<b>Grade:</b>	SG5
<b>Department:</b>	Faculty of Education and Health	<b>Date of Job Evaluation:</b>	July 2017
<b>Role reports to:</b>	Faculty Administrative and Finance Manager		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	None		
<b>Other Key contacts:</b>	Director of Learning and Teaching; Pro-Vice Chancellor Faculty of Education and Health; Faculty Operating Officer, Faculty of Education and Health; Academic Quality Unit; internal and external colleagues		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### PURPOSE OF ROLE:

To provide professional and timely administrative support to the Learning and Teaching Office including the coordination of arrangements for Faculty examinations and comprehensive support for the Faculty's Credit for Learning activities.

### KEY ACCOUNTABILITIES:

#### Team Specific:

- Work effectively and collaboratively as a member of the Faculty Administration Team to provide support to key activities as directed by the Director of Learning and Teaching and the Faculty Admin and Finance Manager.
- Establish and maintain good working relationships which contribute to the delivery of an efficient support service.
- General liaison with the Academic Quality Unit.

#### Generic:

- Provide comprehensive professional and administrative support to all aspects of the Faculty Learning and Teaching Office, working in liaison with departmental administrative teams.
- Work collaboratively to devise and implement administrative systems ensuring that effective records, archiving and filing systems, and processes are maintained.
- Maintain and set up, where required, efficient databases and filing systems in all mediums for dissemination to colleagues within the Faculty, University and other professional bodies.
- Prepare documentation and materials, ensuring a high level of accuracy.
- Provide secretariat support to meetings as requested, including ensuring that room and catering bookings are made and that papers are circulated in a timely way.
- Liaise with internal and external stakeholders as required within the remit of

the role, including other Faculties/Departments within the University as well as external agencies/organisations, external examiners and professional bodies.

- Work flexibly, providing cover and collaborative support to other colleagues in the Faculty Administration Team to meet variations in demand.
- Co-ordinate arrangements for Faculty examinations.
- Provide comprehensive administrative support for the Faculty's Credit for Learning activities.

### **Managing Self**

- Manage own workload.
- Well organised and able to work to tight deadlines and project plans.
- Respond to enquiries in a timely and effective manner.
- Responsible for maintaining own continuous professional development.

### **Core Requirements**

- Adhere to and promote the University's policies on Equality and Diversity and Information Security.
- Ensure compliance with Health & Safety requirements.
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Ensure compliance with Data Protection/Records Management regulations and University policy.

### **Additional Requirements:**

- To undertake any additional duties as directed by the Faculty Admin and Finance Manager and Director of Learning and Teaching.
- On occasion may be required to work outside normal office hours in support of the Faculty's activities.
- Willingness to work on other University campuses.

### **KEY PERFORMANCE INDICATORS:**

- Effectiveness of administrative support.
- Timely production and delivery of work to agreed timescales/quality.
- Contribution to team climate and effectiveness.
- Enquiries responded to in a timely and effective manner.
- Compliance with corporate standards.

### **KEY RELATIONSHIPS (Internal & External):**

- Senior levels of staff within the University.
- Staff at all levels in faculties and offices.
- University networks and employer bodies.
- External visitors.
- Liaison with UK and International Partners

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Extensive PA, administrative and secretarial support at executive level in a similar environment.</li> <li>• Working to senior managers with conflicting demands.</li> <li>• Strong proven experience in the use of Microsoft Office software.</li> <li>• Experience of working actively within a team and ability to work collaboratively.</li> <li>• Proven experience of working with restricted and confidential material.</li> <li>• Experience of project management.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Strong working knowledge of Microsoft Office.</li> <li>• Excellent interpersonal skills</li> <li>• High level of proficiency in English, both written and oral.</li> <li>• Ability to communicate effectively at all levels.</li> <li>• Commitment to continuing professional development and desire to develop in the role.</li> <li>• Ability to organise own work and prioritise workload with minimal supervision.</li> <li>• Ability to identify and meet deadlines.</li> <li>• High degree of accuracy and a high standard of attention to detail.</li> <li>• Experience of committee/meeting administration and note taking.</li> <li>• Able to work well in a team.</li> <li>• Adaptable to different types of work and workloads.</li> <li>• Calm under pressure.</li> <li>• Tactful, diplomatic and discreet.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A2-level or B.Tech level education or equivalent Level qualification.</li> <li>• A good standard of general education including a minimum of A-C grade in</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in and demonstrable knowledge of working in the Higher Education sector.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Degree level education or equivalent</li> <li>• Advanced proficiency in Microsoft Office</li> </ul>

GCSE Maths and English or equivalent.  
Or considerable proven relevant  
experience.

**Personal Attributes**

- We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity.

**Personal Attributes**

- n/a