



JOB DESCRIPTION

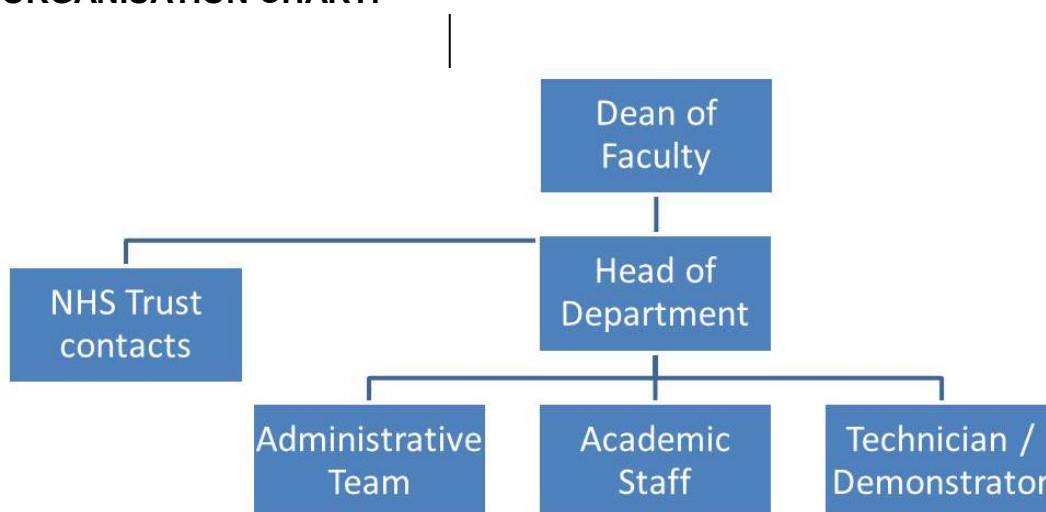
1. JOB TITLE: Administrative Assistant

2. HRMS REFERENCE NUMBER: RA006844a

3. ROLE CODE: FINADMIN01

4. DEPARTMENT: Clinical Sciences

5. ORGANISATION CHART:



6. JOB PURPOSE:

To be a member of the team providing general administrative support to the Clinical Sciences and Nutrition Department.

7. BACKGROUND INFORMATION:

The Department of Clinical Sciences and Nutrition is a Department within the Faculty of Medicine and Life Sciences at the University of Chester. The Department is based at the Exton Park Chester campus which is close to the centre of the city with excellent facilities for students and staff.

The Department of Clinical Sciences offers several programmes in nutrition, health and exercise contexts at postgraduate and undergraduate levels taught both in the UK and overseas.

These are:

Postgraduate UK:

MSc Public Health Nutrition
MSc Human Nutrition
MSc Nutrition & Dietetics
MSc Exercise & Nutrition Science
MSc Food Science and Innovation
MSc Obesity and Weight Management
MSc Cardiovascular Health & Rehabilitation

Undergraduate UK:

BSc Human Nutrition
BSc Nutrition and Dietetics
BSc Nutrition and Exercise Science

The department consists of academic staff, administrative staff and laboratory technicians/demonstrator. In addition, we have a dedicated nutrition skills, clinical and exercise laboratories along with a computer suite complete with nutrition analysis software. We have close links with regional hospitals and visiting specialists input into the delivery of our programmes. We hold contracts with local Trusts which provide specialist input into our programmes and clinical space for teaching. We also have a number of MPhil/PhD students and research assistants for commissioned projects.

The taught programmes are delivered within the Department of Clinical Sciences and Nutrition and also utilise the resources of the Faculty and the University.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communicating Effectively

- Considerable daily face-to-face interaction with students and visitors to the Department
- Management of e-mail communications to the Department, including forwarding of queries to appropriate staff and students.
- Liaising with staff, students, and the Head of Department in preparing minutes and agenda for departmental meetings; e.g. Staff-Student Liaison Committee, Subject Assessment Boards, Staff meetings as necessary
- Daily contact, by telephone and e-mail, with external suppliers of materials and services essential to the functions of the Department; e.g. office suppliers, minibus hire, Dublin links and hotels.
- To send routine correspondence relating to the work of the Clinical Sciences department.
- Written communication with External Examiners linked to moderation and the production of exam papers.
- Regular, proactive communication with the Head of Department and Subject Assessment Officer, to keep them abreast of developments affecting key functions of the Department.
- Monitoring the submission of invoices and ensuring that these are signed by appropriate staff members and forwarded to the relevant Department in a timely manner.
- To work with the Head of Department with book keeping in relation to budget monitoring.

The role holder will be required to explain procedures regarding assessment, submissions and processing and recording of extensions and deferrals. The role holder will also manage the downloading of electronically submitted assessment. The role holder will deal with enquiries from students about the location and timing of teaching and will provide general support for the teaching staff.

The role holder will arrange meetings and take and produce accurate minutes at meetings. These include Team meetings, Staff Student Liaison meetings, Exam Committee meetings and Subject Assessment Boards.

8.2 Leadership and Working Collaboratively

- To be an effective member of the Clinical Sciences administrative/department team.
- No line management or supervisory responsibility

8.3 Liaison and Networking

- To provide information to members of staff in the wider University or partner institutions (including international partners) as the first point of contact in the Clinical Sciences department.

8.4 Delivering a High Quality Standard of Service

- To provide a high level of customer service to all customers of the Clinical Sciences department, including students, applicants, partner institutions, university staff.

8.5 Effective Decision Making

- When responding to queries, to take independent decisions on how to respond to queries, relevant processes to direct to and who to refer queries onto.
- To make collaborative decisions with colleagues within the administrative team on changes to operational processes affecting administrative operations across the department.

8.6 Planning and Organising Self and Others

- To take responsibility for planning and prioritising own work, within the requirements of the role as determined by the Head of Department.

8.7 Innovation and Improvement (Effective Problem Solving)

- To resolve standard problems that may arise, with reference to the Head of Department

8.8 Analysis and Research

- Gathering and inputting of data e.g. financial processing, maintaining databases etc

8.9 Sensory and Physical Demands

- Standard for office work

8.10 Work Environment

- Office environment with no responsibility for the health and safety of others beyond due care

8.11 Pastoral Care and Welfare

- Expected to show basic sensitivity to colleagues and customers.

8.12 Team Development

- To provide information and guidance on administrative processes to any new members of staff in the Clinical Sciences department.

8.13 Teaching and Learning Support

- This is not a requirement of the role

8.14 Knowledge and Experience

- The role holder will have sufficient knowledge or expertise to work on day to day issues in their own area without direct or continuous reference to others.
- See person specification, below, for more details.

8.15 General

8.15.1 To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.

8.15.2 To take responsibility for upholding and complying with the University's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

8.15.3 To comply with all University Health and Safety policies.

PERSON SPECIFICATION		
Job Title: Administrative Assistant		Department: Clinical Sciences
Criteria	Essential / Desirable	Method of identification
Qualifications: Educated to GCSEs standard or equivalent	Essential	Application form/ certificates
Educated to A levels standard or equivalent	Desirable	Application form/ certificates
ECDL or willingness to undertake	Essential	Application form/ certificate
Proven Experience: Relevant experience within an administrative or clerical role.	Essential	Application form/ interview
Experience of working in a Higher Education environment	Desirable	Application form/ interview
Computer literacy	Essential	Application form/ interview/ test
Delivering academic and service excellence: Attention to detail	Essential	Interview/ test
Managing self and inspiring others: The ability to prioritise and use resources effectively.	Essential	Application form/ interview/ test
Working together: Effective communication skills.	Essential	Application form/ interview
The ability to work effectively with others as a competent team member.	Essential	Application form/ interview
Organisational and stakeholder awareness: Ability to solve standard problems in accordance with procedures.	Essential	Interview/ Test

Essential Requirements are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Requirements are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Method of identification is where the selection panel will match the candidate's skills and abilities to the required criteria outlined (i.e. application form, interview, test)

**UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT
CLINICAL SCIENCES AND NUTRITION
ADMINISTRATIVE ASSISTANT
PERMANENT CONTRACT
15 HOURS PER WEEK**

SALARY SCALE

University Scale OS4, points 11 – 14, £20,092- £21,686 per annum, pro rata, payable monthly in arrears.

HOURS OF WORK

15 hours per week to be worked as agreed with your Line Manager.

A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

HOLIDAY ENTITLEMENT

103 hours per annum (pro-rata during the commencement and cessation years), rising to 118 hours after five years' continuous service. Two extra statutory days per annum during the Christmas period.

MEDICAL EXAMINATION

Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM Services.

PENSION SCHEME

The University operates two pension schemes for support staff:

- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by AVIVA.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a No-Smoking policy.

PROBATIONARY PERIOD

A nine months' probationary period applies to all University posts.

CLOSING DATE

Candidates should apply for this vacancy via our online recruitment website

(<https://jobs.chester.ac.uk/wrl/>) by Monday 31st January 2022 quoting reference number RA006844a

