

Job Description

Job title	College Administrator
School / department	College of Nursing, Midwifery and Healthcare
Grade	5
Line manager	Dean, College of Nursing, Midwifery and Healthcare
Responsible for	Temporary Administrative Staff

Main purpose of the job

The College Administrator will provide a professional and effective service for the College, ensuring that all administrative duties, including first point of contact, are carried out to a high standard.

To provide comprehensive and confidential administrative support to the Dean and College Executive, of the College of Nursing, Midwifery and Healthcare.

This is a full-time appointment requiring a flexible approach to hours.

Key areas of responsibility

To provide efficient and effective administrative support to the CNMH which includes :

- Managing the working environment for the Dean of the College via efficient diary management and filtering of phone calls. This includes the appropriate referral of issues arising, to the Dean or Executive, some of which can be both, complex and sensitive.
- Act as first point of contact for people wanting to contact the Dean of the College and direct or refer appropriately. This includes internal and external stakeholders
- Managing external and internal correspondence to the Dean, to include Inbox management whilst the Dean is out of office and informing the Dean of urgent matters in timely manner.
- Act as the out of office contact for the Executive and Senior Management Team within CNMH and refer queries appropriately
- Support the Dean and College Executive with travel arrangements, related to College business
- Prepare agendas and take minutes of meetings of the College Executive and Senior Management Team meetings.
- Assist the Dean of CNMH with the processing of staff development requests and the recording of staff development days. This includes effective liaison with HR when required
- Organise inductions and interviews, including inducting of all new staff, to University systems.

- Support CNMH with arrangements for internal and external events. This includes effective liaison with Events, Web team, Marketing and internal finance.
- Undertake finance related administration, including the monitoring of procurement cards, the float for CNMH, invoicing arrangements with external organisations and raising purchase orders for the procurement of goods and services
- Process expense claims for CNMH staff and liaise with Finance in relation to queries arising from expenses. This includes External examiner fees and expenses
- Act as a central information point for CNMH, with timely and appropriate referral to academic and/ or administrative staff. This could include follow up on actions required.
- Proceed on own initiative to seek reports, collect information as appropriate, on matters relating to College business
- Ensure the confidentiality of records, resources and equipment, in line with their role as Record Retention Officer.
- Organise and manage the stationery supplies for academic staff in the College, within the London campus.
- Design and produce a wide range of documentation that includes data inputting for CNMH, including work on bids, tenders and reports.
- Carry out any other duties commensurate with the post and grade

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	<p>First Degree or equivalent</p> <p>Fluency with English as spoken and the written word</p> <p>2 years experience in a similar role</p>	
Knowledge and experience	<p>Proven administrative experience of at least 1 year to 18 months</p> <p>Experience of working within a school or faculty within a higher education institution.</p> <p>Experience of working with large teams of people</p> <p>Proven customer service</p> <p>Experience of working with Microsoft Office</p> <p>Data management in relation to reports</p>	<p>Experience with contemporary IT systems</p>
Specific skills to the job	<p>Excellent interpersonal and communication skills</p> <p>Excellent IT skills</p> <p>Ability to plan, co-ordinate and prioritise work on a daily basis</p> <p>Strong project management</p> <p>Excellent time management and organisational skills.</p> <p>Ability to problem solve</p> <p>Team working</p>	<p>Experience of using Sharepoint, Blackboard, Parabilis and Unit-e.</p>

<p>General skills</p>	<p>Strong influencing and negotiating skills.</p> <p>Excellent customer relationship skills.</p> <p>Self-motivated with flexible, proactive approach to work.</p> <p>Willingness to commit to the University's vision and values.</p> <p>Ability to identify problems and contribute towards solutions.</p>	
<p>Disclosure and Barring Scheme</p>	<p>This post does not require a DBS check</p>	
<p>Essential Criteria 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.</p> <p>Desirable Criteria 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.</p>		