

**JOB DESCRIPTION**

**Vacancy Ref: A085**

<b>Job Title:</b>	Senior Faculty Administrator	<b>Present Grade:</b>	8
<b>Department/College:</b>	Faculty of Science and Technology		
<b>Directly responsible to:</b>	Faculty Dean		
<b>Supervisory responsibility for:</b>	Research, and finance officer; Resources officer (Personnel); Information Resources officer; Teaching quality support officer; Postgraduate admission officers; Research Development Programme coordinator; Administrative staff, Dean's office; Faculty web developer; Marketing and recruitment officer; Marketing assistant; International officer		
<b>Other contacts</b>	<p><b>Internal:</b>  <b>Includes: The Dean's Group; The University Secretary; Academic Registrar; Heads of Department; Academic Faculty; Senior Administrators in other faculties; Central University staff (HR, Planning, Finance, Academic Division, Enterprise and Commercialisation Division, Estates)</b>  <b>Summary of post:</b>            To lead the administrative functions of the faculty; to help form and deliver the faculty's strategic objectives, to oversee governance within the faculty/            The Faculty of Science and Technology at Lancaster University was created in 2005. From the start of 2010 it will consist of six departments; Lancaster Environment Centre, Computing and Communication Systems, Engineering, Mathematics and Statistics, Physics, and Psychology, and includes a range of other centres and units. It is responsible for developing and delivering teaching and learning in these areas, for advancing research in major areas of science and technology at a level which is internationally recognised, for generating large amounts of research income to support activity, and for delivering research outcomes to regional, national and international business. The Faculty has around 200 academic staff, over 2000 undergraduate students, and over 600 postgraduate students, and in 2008/9 it brought in £17.7 million in research income to the university.</p>		
<b>THE ROLE</b>			
<p>The Senior Faculty Administrator will lead the administration of the faculty so as to deliver operational excellence across all of its activities, help formulate strategy, monitor delivery against strategic aims, and oversee the faculty's governance.</p> <p>The Senior Faculty Administrator is a member of the Dean's Group and in conjunction with the Dean and the Associate Deans for Undergraduate Studies, Postgraduate Studies, and Research, plays a role in formulating the strategy of the Faculty within the guidelines in the University's strategic planning process. The Senior Administrator also supports the Dean and senior faculty staff in all aspects of the administration and management of the faculty.</p>			

## **Major Duties:**

### **Staff Management**

The Senior Faculty Administrator is responsible for the overall management and direction of the administration, and will take a role in support staff development across the faculty. Activities include:

- Managing and developing administrative, secretarial and clerical staff within the faculty office.
- Ensuring that administrative procedures across the Faculty comply with University policies and procedures, and implement the strategic intent of the Faculty.
- Being responsible for the strategic development of support resources.
- Monitoring and developing the support staff HR Strategy for the Faculty.
- Supporting HoDs in management of clerical/administrative staff.
- Encouraging staff development and career opportunities for staff in the Faculty.

### **Organisational Excellence**

The Senior Faculty Administrator is responsible for developing and delivering organisational excellence across all administrative functions. Activities include:

- Managing and developing all faculty office services and internal operations.
- Promoting and developing best practice in faculty administration.
- Managing the relationship between those support services provided centrally by the University and those provided within the Faculty.
- Ensuring the Faculty complies with all health, safety, equal opportunity and diversity policies.
- Representing the faculty as necessary on other University committees.
- Developing communication strategies within the faculty, with the university and with external agencies.
- Organising key faculty events including faculty lectures and the Christmas conference.

### **Strategy and Policy**

The Senior Faculty Administrator participates in the formulation and implementation of the Faculty strategy and advises the Dean. Activities include:

- Being a member of the Dean's Group.
- Being a member of, and developing policy options for, the Policy and Resources Committee.
- Organising the ongoing calendar of business for the Deans Group and Policy and Resources Committee.
- Monitoring action arising from Deans Group and Policy and Resources Committee and ensuring implementation.
- Providing management information, e.g. staff student ratios, staff workloads and student recruitment, to better inform decision making on resource allocation.
- Providing analysis of external factors impacting on policy development.
- Providing support for policy development in support of the strategic plan.
- Communicating and monitoring the implementation of the strategic plan.
- Coordinating the production of the faculty's risk register and responding to external queries about risk management.

### **Governance**

The Senior Faculty Administrator is responsible to the Dean for the governance of the Faculty. Activities include:

- Ensuring that the Faculty's committee structure complies with the University quality assurance and validation procedures.
- Providing advice and information on University and Faculty policy and procedures.
- Providing systems and procedures for accommodating the governance of externally funded units within the Faculty structure.

- Ensuring the proper servicing of the following committees in conjunction with the faculty administrative team:
  - Area Promotions Committee
  - Dean's Group
  - Faculty Chairs and Readership Committee
  - Faculty Forum
  - Policy and Resources Committee
  - Research Committee
  - Postgraduate Committee
  - Undergraduate Committee

**Resources**

The Senior Faculty Administrator is responsible for the overall development and allocation of support resources. Activities include:

- Supporting the development of the Faculty's Human Resource strategy.
- Managing the development of recruitment procedures within the Faculty in line with University policy.