

**JOB DESCRIPTION**

Departmental Officer, FST

**Vacancy Ref:** 0726-24

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| **Job Title:** Departmental Officer | **Present Grade:** 6 |
| **Department/College:** FST | |
| **Directly responsible to:** Faculty of Science & Technology (FST) Head of Faculty Operations; Head of Department | |
| **Supervisory responsibility for:** Departmental administrative assistants as applicable | |
| **Other contacts** | |
| **Internal:** Academic staff; professional services staff within the department, Faculty Office and central professional services divisions (in particular HR, Finance, Facilities); students. | |
| **External:**  External research partners; prospective students and parents; wide range of visitors. | |
| **Major Duties:**  The role provides co-ordination and administrative support to the department’s activities through proactive application of knowledge of annual process cycles. The role will provide oversight and tracking of department performance, utilising effective reporting systems to ensure visibility and engagement. The role holder is a key point of contact and representative for the department and ensures effective department communications.  **Management of the department’s administrative services:**   * To provide support for the Head of Department in the effective management and administration of the Department, providing advice and guidance on administrative matters, oversight of processes and systems and ensuring others understand their roles and deliverables * To co-ordinate departmental resourcing activity, including recruitment, induction, contract changes, promotions, probation, redundancy, Academic Leave, performance and development reviews and absence reporting * To oversee the Department’s financial processes and manage the Department’s discretionary spend budget in accordance with agreed principles * To actively track, review and report on department performance against agreed strategies, plans and KPIs, identifying and agreeing where corrective action is required * To analyse the effectiveness of tracking and monitoring systems and identify and implement ways to improve these, seeking feedback from others as appropriate * To participate as an active member of the Departmental Officer community, sharing knowledge and best practice and supporting colleagues across Departments * To provide support to the HoD in planning the effective deployment of staff using the workload model, and manage the collection, monitoring and reporting of associated data * To provide effective line management or supervision to departmental administrative staff as applicable, and act as a key contact and role model to other administrative staff * To manage the Department’s key communication systems * To participate as a member of the Department management team and represent the Department on relevant committees and steering groups across the Faculty and University * To provide enabling support to the department’s continuous improvement culture   **Behavioural/organisational expectations:**   * To participate in continuing professional development * To behave in a manner in line with the University’s stated values * To undertake other duties as may be reasonably requested by the Head of Department or Head of Faculty Operations that are commensurate with the grade of the post | |