

**JOB DESCRIPTION**  
**Departmental Officer**  
**Vacancy Ref: N1326**

<b>Job Title:</b> Departmental Officer	<b>Grade:</b> 6S
<b>Duration:</b> Indefinite	
<b>School/College:</b> Department of Sociology	
<b>Directly responsible to:</b> Head of Department and Faculty Manager	
<b>Supervisory responsibility for:</b> Projects Officer; Undergraduate Co-ordinator; Social Work Programmes and Admissions Co-ordinator; Postgraduate Co-ordinator; Practice Learning Administration and Admissions Co-ordinator; MA Co-ordinator; Departmental Administrative Assistant; CeMoRe and CFCFJR Administrative Assistants; CeMoRe Administrator.	
<b>Other contacts:</b> <ul style="list-style-type: none"> <li>- <b>Internal:</b> Departmental staff, students; Faculty Office; Central University Administration.</li> <li>- <b>External:</b> External tutors; External Examiners, Health &amp; Care Professions Council (HCPC), NHS Business Services Authority, Departmental guests, clients, visitors and suppliers.</li> </ul>	
<b>Major Duties:</b> <p><b>Non-departmental specific duties:</b></p> <ol style="list-style-type: none"> <li>1. To assist and provide support for the Head of Department in all aspects of the efficient and effective management and administration of the Department.</li> <li>2. To contribute to and service the departmental Strategy Group, taking a lead in departmental strategy as it relates to the administration of the department.</li> <li>3. To act as line manager for all departmental support staff, carrying out performance and development reviews (PDR), identifying training needs as appropriate. Organise and Chair regular team meetings.</li> <li>4. To manage or have oversight of all aspects of HR processes including: <ul style="list-style-type: none"> <li>o Dealing with all departmental personnel and contract paperwork and managing the recruitment process for all departmental staff including participating on the appointment panel for administrative posts;</li> <li>o Setting up contracts for casual members of staff including guest lecturers and administrative support and managing timesheets;</li> <li>o Managing the induction process and equipment requirements</li> <li>o Co-ordinating redundancy process for staff on fixed-term contracts;</li> <li>o Working with the Head of Department or his/her appointee to co-ordinate promotions, probations, PDRs, peer review and sabbatical leave applications;</li> <li>o Monitoring sickness leave and co-ordinating annual holiday and sabbatical leave and preparing documents for Faculty.</li> <li>o Managing the process for visiting academics and researchers</li> </ul> </li> <li>5. To have oversight and co-ordination of departmental administration including: <ul style="list-style-type: none"> <li>o Servicing of departmental committees, either by acting as committee secretary or by overseeing others to do so. Preparing agendas, drafting minutes, implementing actions</li> </ul> </li> </ol>	

- arising as appropriate;
  - Workload allocation of both academics and administrative staff,
  - Strategic review/planning;
  - Quality assurance processes (working with Directors of Studies), including annual teaching review, programme/module approvals and periodic quality review.
  - Examinations process including servicing examination boards, when applicable.
- 6. Manage and be responsible for all aspects of space planning for the department and oversight of issues affecting the physical space and equipment including maintenance, IT equipment rolling replacement plan and insurance return.
- 7. Ensuring departmental records adhere to University policy, Data Protection Act and Freedom of Information regulations; acting as Departmental Freedom of Information Officer.
- 8. Providing student support where appropriate.
- 9. Departmental Health, Safety and Wellbeing Co-ordinator including DSE Assessor and lead for Athena Swan from administrative perspective.
- 10. Acting as first point of contact between Faculty/central University services.
- 11. Updating the departmental section of the University's website and staff handbook.

**Departmental specific duties:**

- 12. Developing and implementing effective administrative systems and processes within the department.
- 13. To provide a central co-ordinating role in a department, which has the distinct disciplines of: Gender & Women's Studies; Media & Cultural Studies; Social Work; and Sociology.
- 14. Responsibility for the Departmental credit card and oversight of active cost codes, liaising with Faculty Finance at monthly meetings.
- 15. Manage the diary and documentation for meetings for the Head of Department, providing executive assistance.
- 16. Oversee the procurement procedures and provide training and support to all departmental staff.
- 17. Identify new areas of activity and expansion working with the Projects Officer to ensure effective practices of administration and wider functions of the department.
- 18. Oversight of the Departmental website and marketing materials and initiatives.
- 19. To administer Social Work Fitness to Practice process, including servicing hearings, adhering to all regulations within departmental Fitness to Practice policy (biannual panel meetings and individual case panels across the full year).
- 20. To be the designated correspondent and co-ordinate processes with the Health & Care Professions Council (HCPC):
  - Providing information on BA (Hons) Social Work and MA Social Work graduations and

Fitness to Practice issues;

- Liaising with Academic Quality team, administering HCPC approvals process on annual basis and in response to changes/new programmes, including co-ordination of documentation and all arrangements for approval visits .

21. To liaise with the NHS Business Services Authority regarding social work bursaries and Education Support Grant (ESG):

- Providing information on student attendance, withdrawals and extensions in relation to social work bursaries,
- Administering processes in relation to allocation of bursaries and departmental recommendations, including communication with applicants,
- Providing information to NHSBSA regarding predicted ESG needs,
- Organising payment of ESG to placement providers and liaising with Practice Learning Administrator to resolve issues,
- Preparing final return for ESG with assistance of Faculty Finance team.

**General:**

22. To ensure that cover is provided for other administrative/support staff during absences and maintain knowledge of work across all areas of the department as part of the support team.

23. To represent the Department as appropriate on working groups, committees etc.

24. To undertake any necessary training and development.

25. To undertake such other duties appropriate to the grade as may from time to time be required by the Department as directed by the Head of Department.

*Last updated March2017*