### TASKS

To assist and provide support for the Director in the efficient and effective management and administration of LICA;

1. To act as line manager for departmental professional services staff, carrying out Performance and Development Reviews (PDR), identifying training needs as appropriate;

2. To have oversight and co-ordination of departmental administration including:

   - Servicing of departmental committees, either by acting as committee secretary or by overseeing others to do so. Preparing agendas, drafting minutes, implementing actions arising as appropriate, including;
     
     i. Undergraduate Studies Committee  
     ii. Undergraduate Staff Student Committee  
     iii. Postgraduate and Staff Student Committee  
     iv. Admissions Committee  
     v. Marketing and Outreach Committee  
     vi. Athena Swan  
     vii. Safety, Health and Wellbeing Committee  
     viii. Technical Resources Committee  

   - Ensuring all agendas, minutes, associated papers and other relevant information is placed on the LICA shared drive;

   - Manage all LICA space including administering LICA locks via ISS and co-ordinating space returns and allocation;

   - Sickness monitoring and co-ordinating annual holiday planning;

   - Administration of all matters relating to contracts of employment (Human Resources and the Employment Recruitment Service) and HR issues for temporary, visiting lecturers, temporary, visiting and honorary staff;
• Progression and tracking of submissions to the department’s course approval system;
• Ensuring departmental LUSI courses handbook and Moodle are set up correctly and that all data is presented accurately;

3. To assist and provide support for departmental returns including:
   • Periodic Quality Review
   • Teaching Excellence Framework

4. To ensure departmental records adhere to University Policy, Data Protection Act and Freedom of Information regulations; acting as Departmental Freedom of Information Officer;

5. To provide student support where appropriate;

6. To administer the appointment of external examiners;

7. To oversee LICA’s web presence;

8. To be the point of contact between LICA and Faculty/central professional services, liasing with faculty and centrally-based colleagues as appropriate;

9. To represent the Department, or delegate, as appropriate, on working groups, committees etc;

10. To undertake any necessary training and development;

11. To provide cover for the other Departmental Officer for urgent issues;

12. To undertake any other duties as may reasonably be required by the Director of LICA, or nominated representative consitent with the grade of the post.

Last updated: 20 October 2017