# JOB DESCRIPTION

**Departmental Administrative Assistant**  
Vacancy Ref number: N1554

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Departmental Administrative Assistant</th>
<th>Grade:</th>
<th>4S</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Psychology</td>
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<td>Directly responsible to:</td>
<td>Department Administrator</td>
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<td>Supervisory responsibility for:</td>
<td>n/a</td>
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**Other contacts**
- **Internal:** Head of Department; Academic Staff; Department Support staff; Faculty Office; Research Support Office; Faculty Finance Partner; Central Finance and Procurement; HR.
- **External:** External collaborators in other institutions and companies; academic visitors; research funding bodies; suppliers

## Major Duties:

### Administrative Assistance for the Head of Department and Departmental Administrator
- To provide financial administrative assistance to the Head of Department and Department Administrator: devising and compiling spreadsheets and documents to clarify the organisational and financial condition of the Department; checking and processing financial paperwork; and carrying out monthly monitoring of department financial transactions.
- To service the Departmental Staff meetings, including: booking rooms; producing agendas; taking and distributing minutes in a timely manner; and monitoring the progress of actions and decisions.
- Regularly update information on the staff area of Moodle, and staff induction material.
- Act as the first point of call for general enquiries to the Department both by telephone and email, and to welcome and make arrangements for visitors.
- Annually, devise the departments meeting schedule for the next academic year.
- To administer postgraduate studentships, arranging for the payment of stipends and maintaining J-ES studentship records.
- To arrange invoices and internal requisitions.
- To maintain and monitor the Department’s annual leave, sickness and sabbatical records.
- To process requests, and raise Casual Employment contracts, for Teaching and Research.
- To process requests for visiting and honoury appointments.

### Department Research Grants and Project Support
- To assist the Department Administrator in monitoring the financial aspects of all research grants and project codes within the Department, investigating any queries and liaising with the RSO and providing financial statements for PIs and the HoD.
- Assist the Departmental Office in providing financial projections regarding overseas fees income, FEC payroll credits and recovery, studentships and fee waivers.
- To process financial transactions relating to research grants from staff and research students; including travel and subsistence expenses; cash advances and timesheets.
- To assist the Research Director in the collection of data required for the Research Excellence Framework.
- Provide administrative assistance for research conferences, seminars and meetings hosted within the Department.
- To manage the HR process within the department for recruitment of research staff (including the induction process), ending fixed term employment contracts, and processing
employment contract extensions.

**Other duties**

- To collect and distribute department mail, and take responsibility for the department mail room and stationery stores.
- To assist, provide general administrative support, and cover for the Department Administrator in their absence.
- To carry out extra administrative duties as and when required as directed by the Department Administrator.