

JOB DESCRIPTION

Departmental Assistant, Department of Linguistics and English Language (LAEL)

Vacancy Ref: N1584

Job Title: Departmental Assistant	Present Grade: 4S
Department/College: Linguistics and English Language	
Directly responsible to: Departmental Officer	
Supervisory responsibility for: None	
Other Contacts Internal: Academic, professional services staff in LAEL, Faculty office staff, other colleagues in central administration (ISS, HR, Finance), cleaning and maintenance staff External: Prospective and current students, external research and project members, visitors, contact with the general public.	
Major Duties: Please note that this list is reflective of the role at the time of appointment. Duties can be subject to change to meet the evolving needs of the Department and organisation. Any duties will be in line with the role and consistent with the grading of the post. <ol style="list-style-type: none"> 1. To provide administrative support to the Departmental Officer, as directed. 2. To assist the Departmental Officer in providing administrative support across the Department, as directed. 3. To provide a range of clerical and administrative services in relation to all aspects of departmental teaching, research and 'third mission' activity, including: <ul style="list-style-type: none"> • To be the main point of contact for all LAEL enquiries, managing the general departmental email lists and redirecting as appropriate; • Timely dissemination of information; • Making room bookings outside the Department, and where necessary outside the University; • Catering bookings 4. To assist with the processing of expenses claim forms and other finance related tasks and to assist with the purchasing of goods and services via the University Procurement system. 5. To complete the University training on workstation safety assessments and carry out assessments at the appropriate time and maintaining accurate records. To provide advice and/or further referrals as appropriate. 	

6. To assist with departmental interview days as well as Open and Visit Days at both undergraduate and postgraduate level, and other publicity related activities including the inputting of information onto the Departmental website, as required.
7. To assist with the administration of short courses and ad hoc events within the Department.
8. To provide full servicing of the Departmental Board meeting, including the production of comprehensive minutes.
9. To record the minutes of other Departmental meetings, as required.
10. To manage the process for Departmental room bookings, and keys for all rooms.
11. To ensure the photocopier and printers are adequately stocked and maintained and to liaise with ISS when required and re-order paper and printer toners as necessary. To monitor and maintain adequate stationery supplies, placing timely orders as and when necessary.
12. To assist with hospitality and travel arrangements for visitors to LAEL.
13. To assist with travel arrangements for Departmental staff if required, using the University travel portal.
14. To log faults on the University Planon system, where required.
15. To assist with the completion of Departmental information, as directed. For example, in relation to the REF exercise, information audits, space returns, insurance returns.
16. The production of documentation using Microsoft Office Programs, as required, and with limited supervision.
17. The creation of templates to improve efficiency as required.
18. To undertake daily Departmental secretarial duties, including post, updating signage and notice boards, shredding, scanning, filing and photocopying.
19. To keep abreast of the Department and its course offerings, the sector and ensure that skills and training are up to date.
20. Any other duties as may be required by the Head of Department, Departmental Officer or nominated representative, consistent with the grading of the post.