JOB DESCRIPTION
Vacancy Ref: N1820

Job Title:	Technical and Resources Administrative Assistant	Grade 4

Department/College:	Psychology

Directly responsible to:	Technical and Research Resources Manager

Supervisory responsibility for:	N/A

Other contacts

Internal:
All Psychology Department staff, post-graduate (PhD and Masters) students, undergraduate and Masters project students. Staff from across the Faculty of Science and Technology, and from University central services, including central Information System Services (ISS).

External:
Suppliers and their representatives; carriers and delivery personnel; and visitors to the Department including research participants and members of the public.

Major Duties

Working as a member of the technical and resource support team, the post holder will:

Data, Information and Resources management
- Responsible for raising Purchase Order requests for any electrical equipment, test library resources, computers or other items for the Department, in line with both Department and University Policy.
- Responsible for taking delivery of goods ordered, and carrying out the necessary logging and labeling of items before distribution.
- Responsible for accurately maintaining the Departments electronic resources records (currently including, but not restricted to: Psychology equipment database; Psychology test library databases; and KIT equipment databases in a timely manner.
- Manage the Departments store of loan items and equipment, including the Test Library. Ensure that the record of all loan items is accurately maintained, and that all items are visually checked for completeness on return. Promptly follow up any overdue returns, and provide a monthly report of issues, including damages, service requirements or outstanding returns for the Technical and Research Resources Manager.
- Manage the Department key register, ensuring that accurate record of all keys, distributed and returned, is maintained. Liaising with new and leaving staff and students to arrange the safe distribution and return of keys.
- Records management – support the Technical and Research Resources Manager in maintaining appropriate secure storage space for all archive paper and electronic records and for disposal following expiration of storage dates.
- Support the Research Resources Manager in the day-to-day support and maintenance of the room booking system for Department shared lab, teaching and meeting spaces.
- To service and act as secretary to the Department Resources Committee – ensuring that agendas, committee documents and minutes are appropriately stored and circulated in a timely manner.

Space management
- Responsible for reporting any general building maintenance issues/ building faults to the central Facilities team, and liaising with them to ensure prompt resolution of issues. Also liaising with building porters and

or Safety Office as appropriate. When appropriate, deputise for the Technical and Research Resources manager and attend meetings regarding ongoing contracted building work.

- Maintain and update information signage across the Department: including door signs, room location information, staff photo boards.
- Ensure timely access to rooms is provided for users of pre-booked Department lab/ teaching or meeting spaces.
- Arrange the appropriate disposal of redundant equipment and furniture, and other items as directed by the Technical and Research Resources Manager, and the suitable disposal of all Department packaging items, cardboard, batteries etc – where possible through appropriate recycling.
- Support the Technical and Research Resources Manager in ensuring that all Department space (office, teaching, labs, meeting and storage spaces) are clean, safe and suitable spaces. This includes identifying, in a proactive manner, when: redecoration; cleaning or replacement of carpets; cleaning or replacement of furniture; and replacement/ servicing of electrical equipment may be required. Identifying and reporting any potential Security or Safety, Health and wellbeing issues to the Technical and Research Resources Manager (Area Safety Officer).

Safety, Health and Wellbeing

- Act as the Departmental Display Screen Assessor, ensuring that all Departmental Computer Workstation Assessments are completed in a timely and thorough manner. Escalating any issues arising from the assessments to the Technical and Research Resources Manager for further action.
- Regularly monitor first aid kits and replace/replenish contents as required, in line with appropriate regulations and University guidance.
- Supporting the Technical and Research Resources Manager to maintain the Health, Safety and Wellbeing notice boards within the Department.
- To service and act as secretary to the Department Safety, Health and Wellbeing (SHaW) Committee– ensuring that agendas, committee documents and minutes are appropriately stored and circulated in a timely manner.

Other Duties

To undertake any other duties appropriate to the grade of the post as and when required by the Line Manager, Head of Department or his/her nominated representative.