

JOB DESCRIPTION
Faculty Administrative Assistant
Vacancy Ref: N2033

Job Title: Faculty Administrative Assistant	Present Grade: 4
Department/College: Faculty of Arts and Social Sciences	
Directly responsible to: Faculty Resources Manager	
Supervisory responsibility for: None	
Other contacts Internal: Dean, Associate Deans and Directors of Faculty of Arts and Social Sciences, Faculty Officers, Heads of Department, Departmental Officers and other staff in departmental offices, academic staff in University departments, colleagues in central administrative and support offices, catering, facilities, ISS and security External: Representatives of other universities, public and private sector partners, suppliers of goods and services, other external enquirers or callers	
Major Duties: To provide administrative support to the Faculty Office team: <ul style="list-style-type: none"> Supporting the administration and operational management of the Faculty by providing general support to Faculty Office staff. Assisting the Faculty Manager and Faculty Resources Manager with Faculty appointment rounds and the management of sabbatical leave as requested. Acting as vacancy assistant for Faculty based interviews as required and scheduling interviews, acting as first point of contact and supervising tests with candidates as necessary. To act as note-taker for Faculty Office team meetings and to minute other Faculty meetings as required. Assisting Faculty staff with organising internal and external events, eg organising catering and venues, creating and maintaining databases, liaising with speakers, delegates and external suppliers and ensuring key events run smoothly and efficiently. Working with colleagues in the Faculty Office to provide an effective and efficient service to the constituent departments of the Faculty and to the wider University community. To administer the Faculty website and Intranet site: <ul style="list-style-type: none"> To add, monitor and edit content on the Faculty Office website and Intranet sites in consultation with Faculty Office colleagues using the Terminal 4 content management system. To add new pages/sections to the website as necessary, in consultation with specialist University web staff where further advice is needed. To be responsible for the Faculty Twitter feed and to use it to promote and advertise Faculty news stories and events. To be responsible for creating and updating slides in a timely manner for the Faculty e-campus channel To provide support for the running of the Faculty Office: <ul style="list-style-type: none"> Acting as first point of contact for all generic telephone and email enquiries to the Faculty Office, and collecting/delivering the post. Scheduling of the Faculty Office calendar and ordering catering for Faculty meetings. 	

To ensure the administrative infrastructure of the Faculty Office is fit for purpose, including:

- Ordering of goods and services as required by the Faculty Office through the online Purchase Request System.
- Reporting faults and maintenance problems as requested using the online Facilities Helpdesk and liaising with maintenance contractors as necessary.
- Acting as Workstation Assessor for the Faculty Office.

General:

- To undertaking professional development as required, including the annual Performance and Development Review (PDR).
- Any other duties as required by the Faculty Manager, Resources Manager or other Faculty Officers consistent with the grade of the role as appropriate.