JOB DESCRIPTION
Departmental Officer, Mathematics & Statistics
Vacancy Ref: N2388-R

<table>
<thead>
<tr>
<th>Job Title: Departmental Officer</th>
<th>Present Grade: 6 (0.5-1.0 FTE)</th>
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<tr>
<td><strong>Department/College:</strong> Mathematics &amp; Statistics</td>
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<td><strong>Directly responsible to:</strong> Faculty of Science &amp; Technology (FST) Faculty Manager; Head of Department</td>
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<td><strong>Supervisory responsibility for:</strong> Departmental Professional Services staff</td>
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**Other contacts**

**Internal:** Academic staff; Professional Services staff within the Department, Faculty Office and central Professional Services divisions (in particular HR, Finance, Student and Education Services, Facilities); students.

**External:** Prospective students and parents; external examiners; members of external accreditation bodies; external research-project members; visitors.

**Major duties**

The role holder provides effective management and administration services for the Department of Mathematics and Statistics. The role holder will lead the department’s Professional Services staff, delivering operational excellence across all of the Department’s activities, implementing governance and facilitating the effective management of resources. The role holder is the key point of contact for the Department and successfully coordinates internal and external working partnerships and relationships.

(If the appointment is made at 0.5 FTE, the appointee will be responsible for the first two work areas: Management of the department’s administrative services and Departmental operations and planning).

**Management of the department’s administrative services**

- Manage and develop the Department’s administrative services, including the Student Office, human resources, finance, research-project support, and Equality, Diversity & Inclusion activities, ensuring that resources are efficiently and effectively utilised. Provide an ongoing review of administrative services in the Department and make recommendations for optimising the support provided to students and academic staff, to ensure a high-quality service.
- Lead and manage the department’s administrative staff, including leading staff training and development.

**Departmental operations and planning**

- Provide support for the Head of Department in the efficient and effective management and administration of the Department, providing advice and guidance on administrative matters and implementing new processes and systems.
- Coordinate and prepare material for departmental reviews and strategic-planning exercises, including annual Vice-Chancellor and Faculty visits, Strategic Reviews, the Research Excellence Framework and submissions to accreditation bodies.
- Use data to undertake analysis and tracking, report findings and make recommendations for the improvement of the Department.
- Manage the Department’s key communication systems and resources.
- Participate as a member of the Department management team and represent the Department on relevant committees and steering groups across the Faculty and University.
- Ensure delivery of an effective administrative-support service for the Department's meetings and events.
- Ensure the Department is using available resources as effectively as possible.

(If the appointment is made at more than 0.5 FTE, the appointee will undertake a proportion of the work tasks below up to the full allotment at 1.0 FTE).
Human resource management and planning
- Manage the recruitment process for academic, Professional Services and research staff, including drafting job descriptions and person specifications.
- Work with the Head of Department and other senior staff in preparing promotion, probation and sabbatical cases for consideration by the senior management team, Faculty and University.
- Work with the Head of Department in providing pastoral care for colleagues across the Department, and advising staff on applying for maternity or paternity leave, flexible working and similar policies.
- Manage the redundancy process within the Department.
- Manage the process for performance and development reviews for all staff across the Department.
- Manage the collection, monitoring and reporting of data for the workload-allocation model.
- Work with senior staff to prepare costings, scenarios and options for the effective deployment of staff, and for the support of undergraduate and postgraduate (taught and research) students, research and business-engagement activities.
- Manage the induction process for new members of staff in the Department, including devising and maintaining induction material, and ensuring all new starters have an induction programme in place.
- Manage sickness-absence reporting for all staff within the Department.
- Manage the allocation of office space within the Department and liaise with Facilities regarding maintenance, refurbishment and ongoing projects.

Financial resource management and planning
- Oversee the Department’s financial processes, and manage and monitor the Department’s non-payroll budget.
- Ensure the efficient and effective handling of all day-to-day, monthly, quarterly and annual finance processes.
- Provide financial reporting to the Head of Department, senior management team, budget holders and Faculty.

Behavioural/organisational expectations
- Engage fully in Departmental activity as evidenced by participation in meetings, reviews and other events, and in running the Department in order to help achieve overall strategic aims and objectives.
- Participate in continuing professional development.
- Behave in a manner in line with the University’s stated values.
- Undertake other duties as may be reasonably requested that are commensurate with the grade of the post.