**JOB DESCRIPTION**
**Departmental Officer**
Lancaster Institute for the Contemporary Arts (LICA)
Vacancy Ref: N2792

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Departmental Officer</th>
<th>Grade: 6S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>Indefinite</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Lancaster Institute for the Contemporary Arts (LICA)</td>
<td></td>
</tr>
<tr>
<td>Directly responsible to:</td>
<td>Head of Department/Faculty Manager</td>
<td></td>
</tr>
<tr>
<td>Supervisory responsibility for:</td>
<td>Undergraduate Admissions &amp; Recruitment Co-ordinator; Teaching Co-ordinator: LICA (Postgraduate responsibility); Teaching Co-ordinator: LICA (Apprenticeship); Part II Co-ordinator; Imagination Co-ordination &amp; LICA Research Administrator; Departmental Assistant.</td>
<td></td>
</tr>
<tr>
<td>Other contacts:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Internal:</td>
<td>Academic and professional services staff in LICA; Faculty Office; colleagues in Professional Services divisions (in particular Recruitment &amp; Admissions, Marketing, Student &amp; Education Services, Human Resources and Facilities)</td>
<td></td>
</tr>
<tr>
<td>- External:</td>
<td>Prospective and current students; External Examiners; external research and project members; visitors; contact with the general public.</td>
<td></td>
</tr>
</tbody>
</table>

**Major Duties:**

**Non-departmental specific duties:**

1. To 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.

2. To act as line manager for departmental administrative professional services staff, carrying out performance and development reviews (PDR), identifying training needs as appropriate.

3. To co-ordinate the annual PDR process for all departmental staff.

4. To have oversight and co-ordination of departmental administration including:
   - dealing with all departmental personnel and contract paperwork, including co-ordinating appointing procedures, inductions and promotions;
   - servicing of departmental committees, either by acting as committee secretary or by overseeing others to do so. Preparing agendas, drafting minutes, implementing actions arising as appropriate;
   - administration of all matters relating to contracts of employment and HR issues for all staff within the department including GTAs, temporary and visiting staff;
   - workload allocation, strategic review/planning;
   - sickness monitoring and co-ordinating annual holiday and sabbatical leave.

5. To assist and provide support for departmental returns including:
   - HEBCI survey;
   - Periodic Quality Review (PQR);
   - Safety, Health and Wellbeing (SHaW) report
   - Annual Research Review;
   - Research Excellence Framework (REF).
6. To manage and be responsible for all aspects of space planning for the department and oversight of issues affecting the physical space and equipment including maintenance, IT equipment rolling replacement plan and insurance return.

7. To ensure departmental records adhere to University policy, GDPR and Freedom of Information regulations; acting as Departmental Freedom of Information Officer.

8. To be the point of contact between LICA and Faculty/central professional services, liaising with Faculty and centrally-based colleagues as appropriate.

9. To provide student support where appropriate.

10. To be responsible for departmental aspects of purchasing and procurement.

Departmental specific duties

11. To be a member of, and contribute to, the Departmental Management Group, taking a lead in departmental management and strategy as it relates to the administration of the department.

12. To work with academic and professional services colleagues to ensure the effective administration of examinations and assessment, including the appointment of external examiners.

13. To ensure all undergraduate and postgraduate programmes are timetabled appropriately.

14. To oversee LICA’s web presence;

General:

15. To ensure cover is provided for other professional services staff during absences and maintain knowledge of work across all areas of the department as part of the professional services team.

16. To represent the Department as appropriate on working groups, committees etc.

17. To undertake any necessary training and development.

18. To undertake such other duties appropriate to the grade as may from time to time be required by the by the Director of LICA, or nominated representative consistent with the grade of the post.

*Last updated 29 November 2021*