

Post Description

Position	Senior Department Administrator	Position No.12827
Directorate/College/ Research Institute	College of Health, Medicine and Life Sciences Brunel Medical School	
Grade	Grade 6	
Contract type	Full-time, permanent	
Accountable to	Director of Operations, Medical School	
Reports	N/A	
Internal stakeholders	Medical School staff, College Managers, University HR and Finance staff and other University service departments	
External stakeholders	BMS External Advisory Board, Brunel suppliers, Trusts, and GP Practices.	
Date reviewed	June 2024	

Main accountabilities

Supported by a Department Administrator (DA), the successful applicant for the Senior DA position will provide wide-ranging high level administrative support across the Medical School. This will include the co-ordination of the budgeting and resource administration, personnel/HR matters, as well as secretarial support to the Medical School Dean, Director of Academic Affairs and Director of Operations. Staff recruitment and contracts will be a key focus of the role and the successful applicant will liaise closely with University HR and Finance staff allocated to CHMLS. The successful applicant will also work closely with Medical School teams and with the DA teams in other CHMLS departments. As research activity within the Medical School grows, additionally there will be co-ordination and liaison with the College Research Manager and Research Institute Manager.

Key duties and responsibilities

Department Administration

- To provide diary management for the Medical School leadership team: Dean, Director of Academic Affairs and Director of Operations.
- To act as the Departmental focal point for all Medical School staff and for clinicians in local NHS Trusts and General Practices.
- To provide secretarial and administrative support for meetings, including minute taking, ensuring that the Medical School leadership team is briefed on important communications and correspondence at all times, particularly when away from the office.
- To support the Medical School leadership team in the preparation and provision of reports, minutes and information, in a timely fashion.
- To provide comprehensive and high-level administrative support to the Medical School leadership team and academic staff, including booking venues, accommodation, equipment and hospitality, etc. within the University and, where appropriate, externally.
- To maintain an overview of the administrative functions and ensure there is adequate support.
- To monitor research grant and project documentation, working closely with the College Research Manager.
- To manage the organisation of the weekly Medical School operations meetings.

Data and Record Management

- To ensure the Medical School staff records and data is recorded accurately using University systems in a timely manner in accordance with regulatory and statutory compliance and return deadlines.
- To deliver timely management information to the Medical School leadership team as necessary. Providing effective and efficient analysis in order to support remedial action and make recommendations for enhancement.
- Create and edit spread-sheets and presentations using Excel and PowerPoint.
- To undertake research and collate information, using a variety of resources such as the Internet, to support the work of the Medical School leadership team.

Resource Planning and Management

Within the framework of Human Resources and University policies and procedures:

- To support yearly and quarterly budgets of Departmental travel grants and equipment funds in liaison with the Medical School leadership team
- To maintain local administrative records to facilitate the storage and retrieval of financial information.
- To assist with budgeting and forecasting for grants/projects in the Department(s), as required.
- To draw up contracts for part time/temporary academic staff within the Department(s) and undertake all relevant employment checks in accordance with HR policies and procedures, forward appropriate documentation and records to the relevant Department for processing.
- To manage the necessary administrative processes for HR operations within the Department(s) e.g. probation reviews, progression and promotion panels, interview panels etc.
- To ensure Medical School personnel/HR records are appropriately managed and stored in accordance with University procedures e.g. data protection etc.
- To arrange security checks for all new staff joining the Department(s) (where appropriate).
- To assist with all levels of recruitment for the Department(s) i.e. assisting with the preparation of job descriptions, adverts, setting up panels, etc. (where appropriate).
- To co-ordinate the monitoring of probation and appraisals for all departmental staff.
- To co-ordinate the monitoring, recording and reporting of annual and sick leave for all Departmental staff.
- To arrange appropriate status recognition for honorary and visiting staff and/or students.

Brunel Values

Open

We are welcoming and believe in the power of diversity. We are transparent in our decisions and deliver on what we say.

Courageous

We seek and take on ambitious challenges. We are brave and committed to thinking differently. Nothing stops us from going after our goals.

Inventive

We are purposeful in an ever-changing world. Collaborating and innovating to reach our full potential and to change lives - and the world - for the better. We celebrate breakthroughs and strive for the best

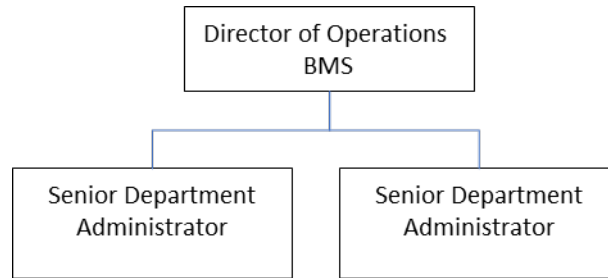
University Employment Policy

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.

4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University's Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested

Organisational Chart

The organisational chart comprises the role, the manager of the role and any direct reports to the role.



Person Specification



Disabled applicants meeting the Essential criterion will be guaranteed an interview as part of the University's commitment to the Disability Confident Scheme.

Attributes	Criteria	Essential /Desirable	How measured
Education, qualifications & training	University Undergraduate Degree or Candidates without a first degree should be able to demonstrate transferable skills - such as analytical, interpersonal, problem-solving and self-management skills - at an appropriate level	E	Application form
	Evidence of relevant professional experience and ongoing development	E	Application form
Experience	Experience of Senior Executive diary management	E	Application form Interview
	Experience of Higher Education administration General financial management experience	D	Application form Interview
	Extensive senior level administrative experience	E	Application form Interview
	Experience of managing and supervising staff	E	Application form Interview
	Experience of managing research grants and budgets, and setting financial targets	D	Application form Interview
	Proven success in completing tasks to tight deadlines and working without supervision	E	Application form Interview
Knowledge, skills and abilities	A broad knowledge of administrative procedures in a large organisational setting	E	Application form, interview
	A general understanding of the needs of an academic unit	D	Application form, interview
	Awareness of key issues in Higher Education	D	Interview
	Experience and skill in use of full suite of Microsoft Office applications	E	Interview
	Excellent communication skills	E	Interview
	High level of administrative and organisational skills	E	Interview
	High level of IT literacy, numeracy and literacy	E	Interview
	Excellent team working skills	E	Interview
Strong analytical and organisational skills	D	Interview	

	Experience of learning multiple complex processes, and undertaking continuous process improvement	D	Interview
Additional Attributes Required (not included above)	Ability to deal sensitively with confidential matters concerning staff	E	Interview
	Ability to co-ordinate and motivate an administrative team, where members have a high degree of individual responsibility and autonomy	E	Interview
	Ability to work with staff at all levels	E	Interview
	Ability to negotiate with staff and students	D	Interview
	Ability to work effectively and calmly when working to tight/conflicting deadlines	E	Interview
	Flexibility and ability to use initiative and discretion	E	Interview
	Flexibility and willingness to work beyond normal office hours as required	D	Interview
	Friendly with a positive can-do attitude	E	Interview

Job Hazard Assessment Form (JHF)

Job description attached (must incorporate identified hazards)			
Please tick all relevant workplace hazards identified with this position. Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitizers, Biological Agents Class 2 and above and GMOs.			
<input checked="" type="checkbox"/> Display screen equipment	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Prolonged standing e.g. 1 hour plus	<input checked="" type="checkbox"/> Prolonged sitting e.g. 1 hour plus
<input type="checkbox"/> Biological agents: Class 2 and above and GMO Class 1	<input type="checkbox"/> Human blood, tissue or fluids	<input type="checkbox"/> Respiratory sensitizers or laboratory allergens e.g. animals	<input type="checkbox"/> Skin Irritant/Chemicals
<input type="checkbox"/> Work in confined places	<input type="checkbox"/> Ionising radiation	<input type="checkbox"/> Noise (more than 80 dba- 8 hrs. law)	<input type="checkbox"/> Lone working
<input type="checkbox"/> Use of dangerous machinery	<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Shift work/night work	<input type="checkbox"/> Work outdoors
<input type="checkbox"/> Neck & arm vibrating equipment	<input type="checkbox"/> Fork lift truck driving	<input type="checkbox"/> Work at heights	<input type="checkbox"/> Lasers
Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:			
Physical demand of the job:	<input type="checkbox"/> Lifting	<input type="checkbox"/> Carrying	<input type="checkbox"/> Bending <input type="checkbox"/> Pushing
If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency:			
Travel/Off-site working:	% of time:	<input type="checkbox"/> UK	<input type="checkbox"/> Overseas
Driving for work:	<input type="checkbox"/> None/Occasionally	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly
Management responsibility:	<input type="checkbox"/> Supervisor		<input checked="" type="checkbox"/> Non-supervisory
Hours of work:	<input checked="" type="checkbox"/> Full time		<input type="checkbox"/> Part time hours
<input type="checkbox"/> Non-standard contractual hours? (evenings/weekends) <input type="checkbox"/> Night work Frequency, number of hours, type of work outside standard hours:			
Other – including occasional or possible work hazards (please specify nature and frequency):			