

## Faculty Operations Coordinator

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| <b>Department:</b>    | Faculty Directorate        |
| <b>Grade/ Salary:</b> | Grade 5, £34,925 - £39,297 |
| <b>Contract Type:</b> | Permanent                  |
| <b>Hours:</b>         | 35 per week (Full time)    |
| <b>Location:</b>      | New Cross, London          |

### Goldsmiths

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Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants. Please contact [hr-recruitment@gold.ac.uk](mailto:hr-recruitment@gold.ac.uk) to make your request.



## **Faculty Directorate**

Goldsmiths' two Faculties provide leadership support to our academic schools. Each Faculty has an Executive Dean who sits on Executive Board. The Faculty Directorate is led by the Director of Faculty Operations, who reports to the Executive Dean and leads the Faculty Operations team.

The Faculty Operations team work closely with Heads of School, other academic staff and Professional Services Directorate staff to manage and support areas of work relating to Planning, Finance, HR, and Estates.

The Faculties:

### **Creative Arts and Media**

- School of Art
- School of Design
- School of Media, Communications and Cultural Studies
- School of Music, English and Theatre

### **Society and Innovation**

- School of Computing
- School of Creative Management
- School of Global Change
- School of Mind, Body and Society

## **Job description**

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Reporting to: Faculty Operations Manager

### **Summary:**

Working within the Faculty Directorate, you will support the Faculty Operations Manager on all areas of Faculty work relating to Finance, HR and Estates.

### **Main duties:**

- To support the work of the Faculty Operations Managers

- To be flexible and work across the two Faculties
- To process invoices, pay claims and undertake other transactional finance work for academic schools
- To process Associate Lecturer and hourly pay contracting requests, Associate Lecturer queries and one-off payments requests
- To organise right to work checks for Associate Lecturers and Guest Speaker
- To process expenses claims
- To work through tasks on Business World independently, including placing orders and receiving goods
- To set-up new suppliers, following policy and guidance from Procurement
- To be a point of contact for Finance for transactional queries relating to expenses and other one-off payments
- Process School Scholarships and Bursaries
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

## **Person Specification**

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Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form**

**I = Interview**

**T = Test**

**C = Certificate**

**R = Reference**

**P = Presentation**

|                                                                                                                                  | Category |
|----------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Essential Criteria 1 - Qualifications</b>                                                                                     |          |
| Educated to undergraduate level or equivalent professional experience                                                            | A, I     |
| <b>Desirable Criteria 1 – Experience</b>                                                                                         |          |
| Experience of Business World                                                                                                     | A, I     |
| <b>Essential Criteria 2 - Experience</b>                                                                                         |          |
| Administration experience in an HE institution                                                                                   | A, I     |
| Proficiencies in Microsoft Office programmes and tools, especially Word, Outlook, Excel and Teams                                | A, I     |
| <b>Desirable Criteria 2 - Knowledge</b>                                                                                          |          |
| An understanding of the Higher Education sector, familiar with HE standards and practices                                        | I        |
| <b>Essential Criteria 3 - Skills</b>                                                                                             |          |
| Excellent interpersonal and communications skills                                                                                | A, I     |
| Ability to organise and prioritise a swiftly-paced, demanding and varied workload                                                | A, I     |
| <b>Desirable Criteria 3- Skills</b>                                                                                              |          |
| Excellent writing and numeracy skills                                                                                            | A, I     |
| Advanced ability in Microsoft Office products                                                                                    | A, I     |
| Ability to work with a wide range of people, think creatively, put forward new ideas and take the initiative in problem solving. | A, I     |
| Ability to analyse information and identify opportunities for process improvement                                                | A, I     |
| Ability to work both independently and as an active member of a professional team                                                | A, I     |

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on or before the first day of appointment.**

**August 2026**



## Summary of Benefits

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If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- 3 days of volunteering leave per annum, plus parental and study leave allowance.
- Maternity, paternity, shared parental leave and adoption leave and pay
- Membership of USS or LPFA pension scheme, dependent upon grade
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

## Further information

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For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about)

**Thank you for your interest in working with us, we wish you all the best with your application.**