Department Facilities Coordinator

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>8800</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Anthropology</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 4, 23753.97 – 27215.17 pro-rata</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Fixed Term 12 months maternity leave cover December 2019-December 2020</td>
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<tr>
<td>Hours:</td>
<td>17.5 per week (Part time)</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: **Monday 4th November 2019**
Interviews: **Week commencing Monday 18th November 2019**

Goldsmiths

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.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

1 Goldsmiths, University of London, New Cross, London, SE14 6NW
Department of Anthropology

The Department of Anthropology currently comprises 22 academic staff, several research fellows, a large number of associate lecturers, 5 administrative staff, and 2 Technical Advisors.

We have approximately 300 undergraduate, 80 MA and 40 research postgraduate students.

The Department values research very highly, and has an excellent record of securing large grants from prestigious sources including the ERC, RCUK, Leverhulme and Wellcome Trust. Specialties include economic anthropology, public and applied anthropology, visual anthropology and the anthropology of health and science, all of which encompass historical research and an interest in practice. Staff enjoy active research collaborations in regions including the Caribbean, Latin America, Africa, south and central Asia, Britain and Europe. We also collaborate with colleagues across Goldsmiths in sociology, art, computing, design, media and communications, politics and visual cultures.

There is a weekly Departmental Research Seminar; the Department also organises workshops and conferences, and staff are welcome to attend events in other departments and units of the College.

The Department is located in four adjacent terraced houses containing staff and administration offices, seminar rooms, postgraduate rooms, and a common room.

For further information concerning the Department and a full list of staff members and their research interests, see the Department’s web site: www.goldsmiths.ac.uk/departments/anthropology/
Job description

Reporting to: Department Business Manager

Summary:
You will be responsible to the Department Business Manager and will work as part of the Professional Team. Professional Team members include the: Department Business Manager, Communications Coordinator, Undergraduate Coordinator, Postgraduate Coordinator and Research Administrator.

The team ensures administrative cover during leave or absences. You will be working with the Professional Team to maximise the efficiency of the administrative functioning of the Department, to provide operational support for teaching and research activities, and to ensure that the Department provides a professional and welcoming environment to students, visitors and staff.

Main duties:

Departmental Coordination

- To provide a first line of contact for internal and external visitors, deal with enquiries, and to inform staff of any issues regarding the department that may affect them
- To answer and direct queries from staff, students and the public by telephone, email and in person; including at the office reception desk
- To provide administrative support to the Department’s academic staff as and when required; booking staff travel arrangements, rooms and refreshments for events etc.
- To update Departmental calendars and to ensure that meetings and events are diarised well in advance
- To support the Department Business Manager in reviewing, updating and organising Department information systems, for example: calendar of events, the VLE, shared drives with procedures and guidelines.
- To ensure the planning for new staff starters checklist is in place including arranging office space, equipment, account log ins and access to facilities, resources and training
Office and Facilities Maintenance:

- To maintain Departmental resources, working environment and inventory, including processing orders and monitoring levels of stationery and consumables and equipment such as computers, printers and photocopiers
- to log and co-ordinate routine and non-routine maintenance or support requests in the department, liaising with staff in the IT and Estates departments about timing and access, including contractors
- to manage the storage, distribution and duplication of keys in the department
- to deal with incoming and outgoing post, deliveries and couriers
- To act as point of contact for room bookings within the Department; liaising with College services,
- liaise with other departments especially finance, estates, security and external partners and suppliers

Events, Conferences and Committees

- To provide organisational support for staff training and induction activities and away days.
- To service Departmental committees as required
- To assist in the arrangements for interview panels, including sending information and timings to candidates, booking rooms, equipment and catering for interviews and presentations, disseminating applications and supporting documentation to the interview panel, greeting and directing candidates on the day of interview.
- To provide administrative support for events including seminars conferences and guest lectures. This will include the organisation of catering and other arrangements necessary to the preparation and staging of events, and liaising with conference speakers regarding travel, accommodation and other practical arrangements related to their visit
- To facilitate arrangements for guest lecturers, including issuing invitation letters and guidance on claiming fees and expenses, checking, scanning and filing right to work documents
Finance:

- To arrange the reimbursement of expenses and to resolve related issues, raise purchase orders, arrange goods receipt, payment of invoices and hourly claims all in accordance with College policies and procedures.
- Set up new suppliers and raise purchase orders and sales invoices all in accordance with College policies and procedures.
- Responsible for department cash float and cheque/cash handling.
- To maintain and update records of departmental finances, including scanning and filing relevant documentation.
- To process and monitor expenditure against staff research allowances, training support grants, and visiting speaker budgets, and maintain financial records.
- Booking and processing travel for staff and guest speakers in the UK and overseas.
- To process the department equipment and other purchases including computers, audiovisual equipment, cabling etc, liaising with the Technical Advisor as needed.
- To respond to financial queries regarding payment of expenses and invoices effectively and resolve any issues.

General:

- To assist other members of the Professional Team in particularly busy periods e.g. hand-in days, Welcome Week, etc.
- To assist the other members of the Professional Team with day-to-day tasks such as data entry and filing.
- To undertake specific roles within the Department such as Fire Warden;
- 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

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 this 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>A = Application form</th>
<th>C = Certificate</th>
<th>I = Interview</th>
<th>R = Reference</th>
<th>T = Test</th>
<th>P = Presentation</th>
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**Essential Criteria 1 - Qualifications**

First UK Degree or Equivalent A, C, I

**Desirable Criteria 1 - Qualifications**

Training in accountancy or financial management A, C, I

**Essential Criteria 2 - Experience**

Proven ability to set up, develop and maintain accurate and up to date computer and other record keeping systems A, I

Demonstrable administrative support experience and the capability to work in a complex and challenging environment A, I, R

At least one year’s experience of financial and resource administration, including cash handling, purchasing, monitoring inventory/consumables and expenditure A, I

Proven experience of using a computerised procurement system, in particular Agresso A, I
<table>
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<tr>
<th>Proven ability to organise travel and accommodation in the UK and overseas</th>
<th>A, I</th>
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<tr>
<td><strong>Desirable Criteria 2 - Experience</strong></td>
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<tr>
<td>Experience of administrative and financial work in a university, public sector body or charitable institution</td>
<td>A, I</td>
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<tr>
<td>Proven experience of organising and supporting events and meetings</td>
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<tr>
<td><strong>Essential Criteria 3 – Knowledge</strong></td>
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<tr>
<td>Good knowledge and ability in the use of IT systems particularly MS Office Word, Excel, Access and Outlook.</td>
<td>A, I</td>
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<td>Knowledge of diary management</td>
<td>A, I</td>
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<td><strong>Desirable Criteria 3 - Knowledge</strong></td>
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<tr>
<td>Knowledge and ability in using and maintaining a virtual learning environment</td>
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<td>An understanding of the Higher Education sector, familiar with HE standards and practices</td>
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<td><strong>Essential Criteria 4 - Skills</strong></td>
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<tr>
<td>Excellent oral, written, numerical and communication skills</td>
<td>A, I</td>
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<tr>
<td>A conscientious, thorough and accurate approach, with strong organisational time management skills</td>
<td>A, I, R</td>
</tr>
<tr>
<td>Collaborative and flexible approach and ability to work well and effectively with colleagues of all cultures and backgrounds</td>
<td>A, I, R</td>
</tr>
<tr>
<td>Excellent personal and interpersonal skills and the ability to interact successfully with people at all levels, e.g. interpersonal sensitivity, assertiveness, diplomacy, and the capacity to respect confidential information</td>
<td>A, I, R</td>
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<tr>
<td>The ability to work both independently and as part of a team</td>
<td>A, I, R</td>
</tr>
<tr>
<td><strong>Desirable Criteria 4 - Skills</strong></td>
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<tr>
<td>Minute-taking and secretarial skills</td>
<td>A, I</td>
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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 the first day of appointment.
For more information about the role, please contact Lucy Daniels, tel 020 7919 7806, e-mail l.daniels@gold.ac.uk
Summary of Benefits

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

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
- Membership of USS or LPFA pension scheme
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

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