Senior Administrator

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<th>Department:</th>
<th>Politics and International Relations</th>
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<tbody>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 7, £39306.20 - £43783.32</td>
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<tr>
<td>Contract Type:</td>
<td>One Year - Fixed Term</td>
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<tr>
<td>Hours:</td>
<td>35 per week (Full/ Part time)</td>
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<td>Location:</td>
<td>New Cross, London</td>
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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.
The Department of Politics & International Relations has a reputation for excellence in teaching and research, with strengths in international relations, political theory and political economy. It has 24 permanent academic members of staff, a number of Associate Lecturers, as well as a current administrative team of 5. The Department currently has close to 400 BA students, 70 MA students and 20 MPhil/PhDs. Politics & International Relations hosts two Research Centres – the Political Economy Research Centre, and the Centre for Postcolonial Studies – as well as a number of smaller research units. It scores highly in teaching quality ratings – 22 out of 24 in the latest government assessments. We are currently ranked 23 in the UK for Research Intensity (REF 2014). Further details about the Politics & International Relations Department can be found at: http://www.gold.ac.uk/Politics & International Relations/

The Department of Politics & International Relations is part of the School of Culture and Society, which includes the Departments of Anthropology, Media Communications and Cultural Studies, Politics & International Relations, Sociology and Visual Cultures. Staff usually have regular face to face contact with students, University staff and members of the wider academic community. Currently the Department staff are working remotely with an intended return to the office in the coming weeks.
Job description

Reporting to: Head of Department
Reports: Assistant Senior Administrator, Programme Coordinators, Departmental Secretary

Summary:
Working closely with the Head of Department, you will coordinate the work of a team of professional staff who provide administrative support to the Department. You will support the Head of Department (HoD) in all aspects of the operation of this large and multi-faceted department and foster efficient and timely communication with all its stakeholders. Working in the Department Office you will manage our student support services, developing systems and processes to ensure our students receive a first class experience. You will work across all areas of student administration, directing the workflow of the administrative team through the Assistant Senior Administrator, as well as overseeing the Department’s financial management and budgetary process, strategic planning and supporting all aspects of the Department’s day-to-day running.

Main duties:
- Working closely with the Head of Department to achieve the efficient management of departmental human, financial and physical resources
- Strategic planning - ensure departmental plans and policies complement the College’s core strategic goals and priorities
- Supporting the department’s financial management processes
- Managing the Department’s administrative staff team and administrative processes via the Assistant Senior Administrator.
- Servicing and providing support for departmental committees and boards
- Management of end-to-end administration to support the student lifecycle
- Providing advice to staff and students
- Interface with College - acting as the key interface between the Department and a wide range of academic and administrative staff across the College
- Directing the academic timetabling efforts
- 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

**Strategic planning and financial management**

• Responsible for the efficient conduct of all financial operations within the Department in accordance with the College financial regulations and procedures.
• Responsible for managing and monitoring of departmental financial accounts, (including the hourly pay, non-pay and research grants).
• Reporting to the Head of Department regarding expenditure and supporting annual departmental budget.
• Holding regular meetings with the Management Accountant to discuss departmental accounts and support budget forecasting.

**Decision Making Initiative and Problem Solving**

• To support decision-making processes affecting departmental policy through wide committee membership.
• Using initiative to identify and address operational problems at a departmental level, and at the College level where those issues impact on the Department.
• To assist with the preparation and submission of documentation for research assessment and Quality Assurance Agency reviews where necessary.
• To plan and organise the work of administrative staff in the Department.
• To decide, with the Head of Department, on the content of policies and systems for the Department.
• Produce management information data to meet the needs of a wide range of stakeholders, including utilising data to monitor completion and quality of work undertaken by the team and analysing and providing reports on data from many sources

**Managing a team**

• To line manage administrative staff, including: conducting regular performance development review meetings, in order to review progress; setting goals and ensuring continuing professional and personal development; motivating staff to
deliver excellent services, participate in decision-making and be innovative in their particular areas of responsibility.

- To assist, where appropriate, with the recruitment of other administrative staff within the College.
- To provide information and guidance to academic staff (including hourly paid academic staff) with regard to administrative, financial, human resources and student issues.
- To support the teaching, research and other activities of the department by managing the roles and workload of the administrative team
- To set standards and ensure effective administrative staff performance; to encourage and facilitate training and development where appropriate.
- To support the Head of Department with staffing issues that may arise.

**Communication, Liaison and Networking**

- Represent the Department’s interests in College wide projects, engaging with relevant stakeholders, groups, and committees to influence change to use internal and external networks to ensure the effective functioning of the Department.
- To facilitate communication within the Department (both for staff and students).
- To implement the Department’s internal and external communication strategy, for example the website, production of annual reports, staff and student handbooks.
- To support the Head of Department and chairs of relevant committees in preparing documentation and plans for the Department, including the preparation and submission of external reviews of departmental operations, such as QAA, REF and TEF.

**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.

5 Goldsmiths, University of London, New Cross, London, SE14 6NW
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
- **C** = Certificate
- **I** = Interview
- **R** = Reference
- **T** = Test
- **P** = Presentation

<table>
<thead>
<tr>
<th>Category</th>
<th>Essential Criteria 1 - Qualifications</th>
<th>Desirable Criteria 1 - Experience</th>
<th>Essential Criteria 2 - Experience</th>
<th>Desirable Criteria 2 - Knowledge</th>
<th>Essential Criteria 3 – Knowledge</th>
<th>Desirable Criteria 3 - Skills</th>
<th>Essential Criteria 4 - Skills</th>
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<td>Educated to BA level or Equivalent</td>
<td>Managing a team in a customer-facing Department</td>
<td>Substantial administration experience in an HE institution</td>
<td>Experience of budget management and financial planning</td>
<td>Advanced ability in Microsoft Office products (Word, Excel, Outlook)</td>
<td>Demonstrable experience of handling large and complex datasets</td>
<td>Excellent attention to detail</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 Stephen English, e-mail s.j.english@gold.ac.uk.

October, 2020
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
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- 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, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave 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.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

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