

Senior Administrator, Visual Cultures

Job Reference:	3182
Department:	Visual Cultures
Grade/ Salary:	Grade 7, £39,306.20 - £43,783.32
Contract Type:	Fixed Term for 12 months
Hours:	35 per week (Full time)
Location:	New Cross, London

Closing date for applications: **Sunday 11 October 2020**

Interviews: **Week commencing 19 October 2020**

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.



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Together
we are different

Department of Visual Cultures

Visual Cultures is a vibrant and research-active department in the School of Culture and Society at Goldsmiths. We are proud of our interdisciplinary and innovative approach to learning and teaching. The department specialises in contemporary art history and theory, curating, and research architecture. We ask how these fields engage with urgent social, cultural, and political issues in the world today.

We are home to the Centre for Research Architecture and the international research project and agency, Forensic Architecture, as well as being a local platform for the European Forum of Advanced Practices. We see ourselves very much as a community – of students, teachers and researchers – and also commit to reaching out beyond the academy with various public-facing events and other projects: <https://www.gold.ac.uk/visual-cultures/>.

Job description

Reporting to: Head of Department

Reports: Administrative Assistant (0.8FTE), Undergraduate Coordinator (1.0FTE), Postgraduate Coordinator (0.8FTE), Finance Officer (0.2FTE)

Summary:

The Senior Administrator is responsible for managing the Department's administrative processes, physical and professional staff resources, and finances. The role holder works closely with Head of Department on all aspects of day to day running and strategic planning of Visual Cultures.

Main duties:

KEY RESPONSIBILITIES
Working closely with the Head of Department to achieve the efficient management of departmental human, financial and physical resources
Overseeing the department's financial budgets

Managing the Department's administrative staff team and administrative processes
Servicing and providing support for departmental committees and boards
Management of end-to-end administration to support the student lifecycle, including timetabling, assessment processes, student communications and exam boards
Providing advice to staff and students
Acting as one of the key interfaces between the Department and a wide range of academic and administrative staff across the College
Overseeing timetabling

Planning, management and organisation of departmental resources

- To supervise the provision of a high-quality administration service to support the Department's research and teaching objectives.
- To look after departmental resources.
- To oversee financial operations within the Department in accordance with the College financial regulations and procedures.
- To support the Head of Department on the allocation of workloads to academic staff.
- To support the Head of Department on recruitment, developing contracts, managing and training Associate Lecturers and Graduate Trainee Tutors.
- To help plan and monitor the Department's teaching provision in liaison with the Head of Department, including anticipating and monitoring teaching needs in light of staff leave and fluctuations in student numbers/course changes.
- To oversee the timetabling process to ensure that an accurate timetable is delivered within College Processes
- To maintain and allocate departmental space and advise the Head of Department on the operational needs of the Department.
- To be a member of the Departmental Management Team/Head of Department Advisory Group and other departmental committees as appropriate.

Strategic planning and financial management

- To monitor departmental accounts, (including the hourly pay, non-pay and research grants) with assistance from a part time Finance Officer.

- To report to the Head of Department regarding expenditure and to support annual departmental budget setting.
- To meet regularly 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.
- 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.

Leading a team

- To line manage administrative staff, including: conducting regular performance development review meetings; 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 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

- To represent the Department's interests in College wide projects, engaging with relevant stakeholders, groups, and committees to influence change.
- 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.

Programme Administration and Student Experience

- Jointly lead (with Head of Dept and members of Head's Advisory Group) on the Department's adaptations to blended online and face-to-face teaching within the current Covid-19 scenario.
- To run end to end administration to support the student lifecycle, liaising with relevant colleagues
- To ensure key activities, such as assessment and progression processes, are completed in accordance with Goldsmiths' timeframes and policies and to liaise and engage with stakeholders and programme boards as required
- To coordinate attendance monitoring activities (or adapt as appropriate for current scenario).
- To oversee the maintenance and development of administrative and examination virtual learning (VLE) areas.
- To take responsibility for processes around extenuating circumstances and reasonable adjustments.
- To work with Student Experience Coordinator and in liaison with student reps on student experience initiatives and response to feedback (including in relation to surveys such as NSS, and module evaluations, and other datasets).
- To be aware of students' pastoral care needs, ensuring colleagues know how to signpost students to relevant services. To keep associated processes and policies up to date.

Work Environment

- Responsible for observing College health and safety procedures within the Department.

Additional Responsibilities:

- Help to ensure the Department is compliant with Equality and Diversity and Data Protection legislation.
- 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 help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy
- You will be required to undertake any other duties as may reasonably be required

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:

A = Application form **C = Certificate**
I = Interview **R = Reference**
T = Test / P = Presentation

	Category
Desirable Criteria 1 - Qualifications	
Qualified to degree level or equivalent	C
Essential Criteria 2 - Experience	
Substantial and high level administrative/organisational experience, preferably within a higher education environment.	A, I, R
Experience of using initiative and working effectively without supervision	A, I
Experience of managing budgets	A, T
Experience of planning, implementing, and delivering projects, events or significant pieces of work in a professional setting.	A, I
Experience of delivering excellent student experience or customer service	A, I
Desirable Criteria 2 - Experience	
Experience of managing or supervising staff	A, I
Experience of working in an arts or cultural setting	A
Experience of working remotely, in collaboration with others	A, I, T

Essential Criteria 3 – Knowledge	
An understanding of the student life cycle	A, I
Desirable Criteria 3 - Knowledge	
Familiarity with the issues currently impacting the UK university sector	A
Essential Criteria 4 - Skills	
Excellent communication and interpersonal skills, in writing and in person	A, I, T
Numeracy	A, T
Ability to think strategically, to problem solve, and to innovate	A, I,
Ability to plan the work of a team to meet deadlines	A, I
Ability to work calmly and collaboratively, even when under pressure	A, I,
Ability to prioritise a wide variety of tasks and manage multiple projects simultaneously	A, I, T
Ability to work effectively within a team and within a leadership role	A, I
Desirable Criteria 4 - Skills	
Advanced proficiency in Microsoft Office	A, I, T

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 Head of Department, Wood Roberdeau w.roberdeau@gold.ac.uk

September 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.