

January 2012



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Dear Candidate

FACULTY ADMINISTRATOR

Thank you for your enquiry regarding the above vacancy. Please find enclosed:

- Job Description and Person Specification
- Application Form and Equal Opportunities Monitoring Form

Guidance on Completing the Application Form

Please read through the enclosed Job Description, this outlines the main duties of the post. The Person Specification outlines the skills, experience, knowledge and qualifications the College requires. When completing the statement of support please make sure you have covered the essential criteria giving examples to illustrate your suitability for this position.

CV's may be attached however this does not replace the application form. Only fully completed applications will be accepted and where possible should be typed.

Proof of your eligibility to work in the UK will be required at interview and before an offer of appointment is made.

Please note that all completed documentation must be received in the Human Resources Department by 5.00 pm on **Wednesday 15th February 2012** and that this is a strict deadline. You may email your completed application form to jobs@nuca.ac.uk.

A short-listing panel will assess your application in relation to the Job Description and Person Specification and will be notified if you have been shortlisted for interview which will be held on **Tuesday 28th February 2012**.

I would like to take this opportunity of thanking you for your interest in the position.

Yours faithfully

Carolyn Penn
Human Resources Manager

Professor John Last MA(Ed)
BA(Hons) PGCE FRSA
Principal and CEO



JOB DESCRIPTION

JOB TITLE:	FACULTY ADMINISTRATOR
HOURS OF WORK:	37 hour per week, 52 weeks per year
GRADE & SALARY:	Scale 6 - £25,251 to £29,249 per annum
DEPARTMENT:	Academic Registry
REPORTS TO:	Academic Registrar
JOB PURPOSE : The post holder will undertake a range of administration services to support the Faculties of Norwich University College of the Arts, providing administrative support to the Deans of Faculty and supervising staff in the Course Administration office.	

MAIN RESPONSIBILITIES

- Manage the Course Administration team, providing line management and supervision of staff, ensuring effective communication between staff in Registry and Course Administration in all relevant aspects of University College business.
- Coordinate the administration of MA courses on behalf of the Dean of Arts and Design:
 - liaising with unit coordinators to ensure that teaching plans and staffing proposals are submitted to the Dean;
 - liaising with staff in Registry and Course Administration to coordinate routine administration tasks for MA courses including the organisation of part-time teaching contracts and tutorials/teaching sessions; maintenance of the University College's database and student records system (SITS), ensuring all enquires are responded to; preparing orders for goods and services and ensuring the smooth running of the area by anticipating general administrative needs including ordering stationery;
 - liaising with staff in Registry to coordinate MA admissions arrangements, including arranging interviews (including Skype interviews);
 - keeping expenditure records and monitoring these with the Dean on a regular basis;

- drafting the MA course timetable in Celcat in advance of the next academic year and liaising with the Facilities Manager to arrange room bookings;
- drafting letters to students on behalf of the Dean;
- arranging meetings with students as required.
- Coordinate the timetabling arrangements for all undergraduate courses, liaising with Course Leaders and staff in Registry, Room Bookings and Course Administration in relation to the entry and production of timetables in Celcat.
- Act as convening secretary for the Faculty Boards of Study.
- Fully understand the Resource Allocation Model for undergraduate and postgraduate courses and be able to advise staff as appropriate.
- Monitor budgets on a regular basis and discuss expenditure with the relevant Dean of Faculty.
- Coordinate the programme of Faculty events, including lectures, symposia and other Faculty-wide events, including ensuring that Visiting Lecturers are appointed in accordance with University College procedures, accommodation and refreshments are booked and that events are publicised to the relevant audiences.
- Draft advertisements and job descriptions in consultation with the Human Resources Department for approval by the Dean; liaise with Human Resources in respect of the arrangements for interviews and presentations as part of the recruitment process.
- Provide advice about the resource costs of various activities by undertaking cost/benefit modelling in liaison with Finance Department.
- Draft reports and papers for University College Committees and Management groups as required by the Deans.
- Ensure that the Faculties adhere to the University College's Financial Regulations and procurement procedures.
- Maintain records of Part time Hourly Lecturer and Visiting Lecturers and monitor course allocations to ensure that hours allocated are within course allocations.
- Undertake other non-routine administrative tasks as directed by the Deans of Faculty.

Equal Opportunities

- All members of staff are required to support the University College's policy on equal opportunities and to ensure that their work practices reflect that commitment.

Health & Safety

- All members of staff are responsible for ensuring their procedures and practices are compliant with the University College's Health and Safety Policy.

Policies & Procedures

- Comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g. Confidentiality, Data Protection, IT Acceptable Use, Disaster Recovery, Quality Management and Enhancement procedures etc.

Staff Development

- Participate in Staff Appraisal and Development Review and Staff Development and Training activities as well as maintaining own subject knowledge.

Confidentiality

- Maintain absolute confidentiality regarding all aspects of work.

Variation to Job Description

- The Norwich University College of the Arts reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the University College may require.

PERSON SPECIFICATION – FACULTY ADMINISTRATOR

	Essential/ Desirable	Candidate Assessment A, I, or P*
Education and Vocational Qualifications		
Educated to degree level or equivalent qualification/experience in a relevant area	Essential	A
Experience		
Providing effective administrative support in a busy and demanding office environment.	Essential	A
Managing and developing staff, prioritizing and supervising workload and undertaking annual appraisals.	Essential	A
Proven ability to maintain confidentiality and discretion.	Essential	A
Proven skills in document preparation and report writing including correspondence and documentation for meetings and other business events (e.g. committee papers/reports, approval/review events, conferences or seminars).	Essential	A & P
Administrative experience in a Higher Education or Further Education environment.	Desirable	A
Experience of minute taking and convening committees.	Desirable	A
Experience of using and developing a records system/corporate database.	Desirable	A
Skills and Knowledge		
Ability to plan, organise, and prioritise own workload effectively in an environment with demanding deadlines.	Essential	A & I
Ability to plan, organize and manage a demanding schedule of events, in an environment with demanding deadlines.	Essential	A & I
Excellent IT skills including working with Microsoft Office and electronic forms of communication.	Essential	A, I & P
Excellent interpersonal skills and the ability to work calmly when under pressure.	Essential	A & I
Well developed written and oral communication skills, including the ability to communicate effectively with a diverse range of staff, students and external agencies.	Essential	A, I & P
Knowledge of current Higher Education issues and developments.	Desirable	A & I

Knowledge and experience of quality assurance and enhancement and requirements for external assessment.	Desirable	A & I
Key Competencies		
A high standard of accuracy and attention to detail in particular when preparing data reports.	Essential	I
A commitment to a high quality customer service, equal opportunities and to working with students from a diverse range of backgrounds.	Essential	I
Ability to work both independently and within a team.	Essential	I
Ability to make independent decisions within the confines of role responsibilities, but also have the flexibility to work as part of an administration team.	Essential	A & I

KEY

*Selection Criteria: A = Application Form, I = Interview and P = Presentation and/or Practical exercise. The selection criterion is for guidance only and alternative methods may be used to assist the selection process.