

Job Title: Faculty Administrator

Salary: BS Scale 12 – 18 BAR 19 - 21

Reports to: Faculty Co-ordinator

JOB DESCRIPTION

Job Purpose

To undertake a general administrative role within the Faculty management team, to support the Faculty generally (including associated areas) with administration and financial processes, and to be a central point for Faculty communications.

Key Responsibilities

- At the direction of the Registrar and Head of Faculty, work with the Faculty Management Team and staff members to provide high quality administrative and financial support.
- Provide a high quality administrative service to include: minute taking, word processing, desk top publishing, reports, spread-sheets, databases, filing, mail handling and telephone contacts and to maintain customer care as a principal part of service delivery.
- Liaise with the Registrar to ensure the accurate and timely submission of information to the MIS Department from the Faculty and to liaise with Curriculum Area Managers to ensure the accuracy of the MIS system.
- Liaise with the Registrar to undertake financial administration including purchasing and invoice processing, ensuring all financial deadlines are met, as directed by the Faculty in accordance with College Financial Procedures.
- Support and liaise with the Registrar and curriculum staff regarding completion, filing and photocopying of educational visit paperwork.
- Respond positively and effectively to enquiries, requests for information, advice and assistance from staff, students and external customers.
- Organise, attend and assist at Faculty meetings, enrolment days, parents evenings, student disciplinaries, functions, presentations and events which may require occasional evening/Saturday morning work.
- Support the Registrar to ensure suitable cover for all tasks during peak times and holidays to maintain departmental operational effectiveness.
- Assist with FE & HE exam invigilation and resit checks, where appropriate and necessary.
- To comply with all cross-college policies and procedures including commitments to the Welsh Language Act.
- Maintain procedures files and critical information as required.
- Ensure delivery of a high standard of customer care to all clients.
- Participate in personal professional development activities.
- Undertake any other duties as specified from time to time commensurate with position, qualifications and experience.

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.
- To comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

Person Specification

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • If not held, undertake and achieve a relevant level 3/4 qualification within an agreed timescale • Good general education to minimum level 2 or above to include English, Maths and IT 	<ul style="list-style-type: none"> • Minimum level 3/4 qualification in a relevant discipline (or currently working towards) • IT Level 2 qualified 	<ul style="list-style-type: none"> • Application Form/Interview
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in a busy office environment • Recent extensive experience of using the Microsoft Office Suite of applications, particularly excel spreadsheets and databases • Demonstrable evidence of working experience at a minimum of Level 2 IT 	<ul style="list-style-type: none"> • Experience of working with financial records and complex reports. • Experience of working at Level 3 IT • Experience of management information systems and manipulation of data • Extensive minute taking experience 	<ul style="list-style-type: none"> • Application Form and Interview
Skills & Abilities	<ul style="list-style-type: none"> • Have a well organised, proactive approach to work and be able to work under pressure to meet deadlines • Excellent interpersonal and communication skills • Excellent spelling and grammar • Ability to use own initiative • Ability to communicate effectively at all levels (written, verbal) • Effective minute taking 	<ul style="list-style-type: none"> • Ability to meet and greet in welsh for the purpose of providing customer service. 	<ul style="list-style-type: none"> • Application Form/ Interview
Personal Attributes	<ul style="list-style-type: none"> • Approachable, flexible and professional manner • High degree of discretion when handling sensitive and confidential data • A warm, friendly approach and the ability to empathise where necessary 		<ul style="list-style-type: none"> • Application Form & Interview
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with children and vulnerable adults. 		<ul style="list-style-type: none"> • Application Form & Interview