

## JOB DESCRIPTION

**POST TITLE: Office Administrator**

**RESPONSIBLE TO: Director**

**JOB SUMMARY:** To provide an efficient, effective and responsive administrative service to support the work of Universities Scotland. The post will be line managed by the Director.

### Main responsibilities

1. Providing administrative support within the Universities Scotland office in a prompt, co-operative, considerate and efficient manner;
2. Organising and co-ordinating, meetings efficiently (including Universities Scotland Executive, Main and Standing committees and ad-hoc meetings) , including arranging venues and catering, and taking occasional Minutes
3. Administrative tasks including travel arrangement for senior officers, reception duties when required, management of office supplies
4. Drafting correspondence, including formatting and mail-merging, ensuring a consistently high quality of presentation and accuracy
5. Support for Universities Scotland financial management and monitoring
6. Support for cross-office IT function, in liaison with external provider
7. Liaising with Universities Scotland's member institutions, external bodies and stakeholders in a courteous and timely manner
8. Providing administrative support for events in a structured and timely way
9. Providing administrative support for the Higher Education Academy
10. Assisting with other projects as required

To undertake any other such duties or general tasks and hours of work as may reasonably be required and to work occasionally in other locations.

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

## PERSON SPECIFICATION

**POST: Office Administrator**

**GRADE: Operational 2** (salary range £19,014 to £23,240)

**DIRECTORATE: Universities Scotland**

<b>Essential/ Desirable Criteria</b>	<b>QUALIFICATIONS AND TRAINING</b>
<i>Essential</i>	A minimum of 3 Highers (or equivalent), one of which should be English
<i>Desirable</i>	High-level administrative skills, including diary management and minute-taking
<b>A</b>	<b>A. WORK BACKGROUND AND EXPERIENCE</b>
<i>Desirable</i>	A minimum of two year's experience in a similar support role
<i>Desirable</i>	Experience of working within a higher or further education environment
<b>B</b>	<b>B. SKILLS AND APTITUDES REQUIRED</b>
	<b>Communication oral and written</b>
<i>Essential</i>	Excellent written and oral communications skills
<i>Essential</i>	High-quality IT skills, including both Excel and Access database management and a flair for document presentation - Universities Scotland currently uses Windows XP and Office 2003 Good numeracy skills
<i>Essential</i>	Experience of working with budgets
<i>Essential</i>	High degree of organisational ability
	<b>Interpersonal and Team working Skills</b>
<i>Essential</i>	Confident and effective in working with colleagues and personnel at all levels, including senior staff/stakeholders
<i>Essential</i>	A readiness to share in all aspects of our work, from the mundane to the highly responsible
<i>Desirable</i>	Experience of working co-operatively as part of a team
	<b>Planning and Organisation</b>
<i>Essential</i>	Ability to deal with conflicting priorities, targets and deadlines, and to plan and manage workload with minimal supervision
	<b>Problem Solving</b>
<i>Desirable</i>	Experience of using initiative proactively to resolve problems
<i>Desirable</i>	Experience of supporting cross-office IT functions



	<b>C. SPECIALIST KNOWLEDGE REQUIRED</b>
	<b>Sector Awareness</b>
<i>Desirable</i>	Knowledge of and interest in higher education
	<b>D. PERSONAL QUALITIES</b>
	<b>Flexibility</b>
<i>Essential</i>	A willingness to learn, be flexible and have a positive attitude to change
<i>Essential</i>	Ability to remain calm under pressure