



Appointment of Office Administrator Information for applicants/Terms and Conditions

Universities Scotland is the representative body of Scotland's 20 universities and colleges of higher education. We exist to promote their good work, to argue for the public support needed to maintain and build on their achievements, and to develop policy on Scottish higher education issues. By working with our member institutions we develop policy on behalf of the sector and represent these views to the Scottish Parliament and the media.

Universities Scotland makes policy through a number of subject committees. The Universities Scotland office services those committees and drafts policy papers for them. We are a first point of contact for external organisations which want information on or would like to liaise with the Scottish higher education sector. We also develop and execute campaigns on behalf of the sector.

The Universities Scotland office is located in central Edinburgh and the current staff establishment is equivalent to 12.85 full-time posts. For more information see our website www.universities-scotland.ac.uk. Universities Scotland is one of the autonomous national councils of Universities UK, which is the UK-wide representative body for British universities. Universities UK is incorporated as a company limited by guarantee with charitable status. Staff in the Universities Scotland office are employees of Universities UK. More information on Universities UK can be found on its website, www.UniversitiesUK.ac.uk.

- The starting salary will be determined according to qualifications and experience, but it is likely that the successful candidate will be appointed at an initial salary of £18,826 per annum within the scale £19,014 to £23,240 per annum (Operational 2). The appointee will then be set a progression plan to develop up to the reference point of the salary band, currently £21,127 per annum. Salary is reviewed annually and is subject to an annual performance appraisal process.
- Hours of work are 35 per week, normally, though with some flexibility, 0900 to 1700 Monday to Friday with typically one hour for lunch, although it is likely to be necessary to work outside these hours from time to time.
- Basic holiday entitlement is five weeks (25 working days) per year. In addition, the office is closed for statutory public holidays and also on six other days each year, including the days between Christmas and New Year.
- There is a probationary period of six months during which the successful candidate will undergo a process of continuous assessment. The appointment will be confirmed once this period is satisfactorily completed.
- The post is superannuable including a personal contribution and an employer's contribution.

Please see the Job Description and the Person Specification for details of the post.

Please return your Application and Recruitment monitoring forms
by post or hand (one copy only)
to Jill Powlett Brown, Universities Scotland, 53 Hanover Street, Edinburgh, EH2 2PJ
by **1000** on **Tuesday 10 August 2010**
Interviews will be held in the week beginning Monday 16 August 2010

UNIVERSITIES SCOTLAND IS COMMITTED TO BEING
AN EQUAL OPPORTUNITIES EMPLOYER