

# Job Description

**Job title:** Administrator (17 hours per week)

**Reports to:** Deputy Director of Occupational Safety and Health

**Department/School:** Occupational Safety and Health Services

**Grade:** 4

## Purpose of the role

To support the university safety management system and other occupational safety and health data systems, and to provide proactive administrative support to the department.

**Line management responsibility for:** Not applicable

## Main areas of responsibility:

* To provide a helpdesk service to support the successful operation of the institutional safety management system and ensure queries are managed responsively and efficiently.
* To produce statistical reports from the system on usage.
* To act as the co-ordinator of Personal Emergency Evacuation Plans (PEEPS) for the University to ensure individuals who may have difficulties evacuating a building to a Total Place of Safety can do so without support or assistance from others.
* To deliver administrative and co-ordination support to the Fire Safety Manager to ensure the effective provision of Personal Emergency Evacuation Plans to ensure the delivery of this service across the University
* To provide comprehensive administrative support to Safety and Wellbeing committees, and related forums, groups and meetings. This includes the organisation and scheduling of meetings, circulating agendas and minute taking to ensure key discussions and actions are fully noted and circulated.
* To provide training/deliver presentations to staff on the use of the safety management system.
* To provide comprehensive financial administration support to the department. This includes monitoring supplies, journal recharges, ordering (using the university financial system), processing claims, processing invoices for payment, procurement support, contract administration, assisting with year-end accounts.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Interpersonal skills to be able to respond to a wide range of queries from a diverse audience. **(A,I)**
* The ability to maintain effective administrative systems and work processes and meet agreed priorities. **(A)**
* Ability to solve problems. **(A,I)**
* An ability to play close attention to detail and present work accurately and clearly. **(A,I)**
* Ability to interpret, apply and communicate regulations and procedures. **(I)**
* Written communication skills to be able to produce a range of correspondence grammatically and accurately. **(E)**
* Proficiency with the Microsoft suite of packages (Word, Excel, Outlook, PowerPoint). **(E)**
* Ability to present information to others. **(E)**
* Possess an ability to prioritise activities and tasks. **(I)**
* To work proactively, collaboratively and flexibly with others. **(I)**
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| **Qualifications** |
| * Secondary (or equivalent) level of English Language and Mathematics or equivalent experience. **(A)**
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| **Experience** |
| * Experience of administering database systems. **(A,I)**
* Proven administrative experience in a busy office environment in a complex or sizable organisation. **(I)**
* Customer service experience. **(I)**
* Experience of taking minutes/notes of meetings, diary management. **(A)**
* Experience of delivering basic instructional presentations. **(A,I)**
* Experience of producing statistical reports. **(I)**
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| **Managing people** |
| * There is no management of people required.
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| **Physical demands and/or other requirements** |
| * There are no other requirements.
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **August/2024**