

# Secretary – Education Team

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## Job Specification

### JOB DESCRIPTION

<b>Employment status:</b>	Permanent, full time (part time considered, minimum 0.6 FTE)
<b>Hours:</b>	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m.
<b>Location:</b>	Horizons, 60 Queen's Road, Reading, RG1 4BS
<b>Department:</b>	Education – Learning and Teaching
<b>Manager:</b>	Caroline Carroll, Academic Secretariat Team Leader
<b>Liaises with:</b>	All internal departments and staff, particularly Dean of School <sup>i</sup> , Associate Deans of School, Subject Heads, Programme Leaders, the Academic Quality Unit, Senior Leadership Team, the Executive Assistant to the Principal and Executive Support Team, external associates, other partners, third parties and students.

### Summary of the role

As a University College we have a number of formal academic committee meetings occurring throughout the year. These are important meetings at which academic business is discussed and decisions are made, and it is necessary that the arrangements surrounding these meetings, are managed in a professional and efficient manner – this is where the Secretariat team play a key role.

All committee meetings require careful planning and coordination, and this is what you will be doing. You will attend meetings to record the business of these meetings, produce minutes, and follow-up actions as required. Every aspect of your work will contribute to making sure that we comply with the regulations governing the University sector.

In addition, you will provide comprehensive, proactive secretarial and administrative support for the academic team, as well as supporting members of your immediate team.

This position is ideal for either an experienced secretary (regardless of which sector you have worked in), or an individual without extensive experience who is willing to learn and undertake training on, and off, the job.

### Duties and responsibilities

- Support the Deliberative Committees<sup>ii</sup>, subcommittees and Programme meetings as required, including formal minute-taking, the timely preparation and circulation of meeting papers, creation of agendas, and the follow up of progress on actions.
- Schedule inductions of new Deliberative Committee members and keep all induction folders up to date.
- Organise the Professional Engagement and Advisory Forum and act as Secretary including minute-taking, preparation and circulation of meeting papers, creation of agenda, etc.
- Provide secretarial and administrative support to the Dean of School, Associate Deans of School and Subject Heads.
- Schedule School and departmental meetings and update the team calendar as appropriate.

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- Prepare and type letters, emails, reports, presentations, meeting agendas and meeting papers.
- Organise and coordinate other internal and external meetings as required and prepare and issue associated paperwork.
- Raise purchase orders, track payments and keep records.
- Ensure the Academic Secretariat and Deliberative Committees section on UCEM's intranet, SharePoint, is maintained.
- Assist in the preparation of documentation for programme validation and accreditation events.
- Organise the annual update of Research and Scholarly Activity Forms, and compile data for annual reports.
- Book any travel and accommodation for the department, as necessary.
- Deal with telephone enquiries.
- Maintain records and undertake filing.
- Contribute to development, implementation and continuous improvement to lean processes.
- Undertake other such duties of a similar nature which fall within the scope of the post and which may be required from time to time.

### Project work

- Assist the Academic Secretariat Team Leader with project work.

### Line management responsibilities

None

### Financial accountabilities

None

## PERSON SPECIFICATION

**A = Application/CV    I = Interview    T = Test**

Qualifications and training			
Essential	How tested	Desirable	How tested
Further and Higher Education qualifications	<b>A</b>	Secretarial/administration training or qualifications	<b>A</b>
Previous experience			
Essential	How tested	Desirable	How tested
Office, secretarial and/or administration experience - this can be short term summer or placement work	<b>A I T</b>	Experience in a similar role providing a quality service	<b>A</b>
Formal minute taking (e.g. for a Board of Directors meeting or formal committee meetings) or willingness to learn/undertake informal and formal training	<b>A I T</b>	Experience within the same or similar sector	<b>A</b>
		Experience with managing content on an intranet/SharePoint	<b>A I</b>

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<b>Skills, knowledge and aptitudes</b>			
<b>Essential</b>	<b>How tested</b>	<b>Desirable</b>	<b>How tested</b>
Professional, confident and proactive approach to work	<b>I</b>	Familiarity with Higher and Further Education practice, protocols and terminology used	<b>A I</b>
High standard of written and oral communication skills	<b>A I</b>	Experience of cross-departmental organisation	<b>A I</b>
Organised, thorough and very deadline focused	<b>A I T</b>	Use of Agresso accounting software	<b>A I</b>
Accurate and strong attention to detail	<b>A I T</b>	Use of Adobe Professional software	<b>A I</b>
Ability and willingness to be flexible and adaptable as part of a team, yet able to work on own initiative	<b>I</b>		
Ability to interact, communicate and build relationships with people; personable approach	<b>I</b>		
High level of IT capability: MS Office	<b>A I</b>		
<b>Other or special requirements</b>			
<b>Essential</b>	<b>How tested</b>	<b>Desirable</b>	<b>How tested</b>
Commitment to Student Success; at UCEM we all work hard to make sure that our students are successful	<b>I</b>		
<b>VALUES – we expect all new employees to demonstrate our values at work</b>			
<b><i>We will test these as part of the interview process</i></b>			
<b>Passion – we care</b>			
<ul style="list-style-type: none"> <li>• We want each and every one of our students to succeed</li> <li>• We do the right thing by our students and customers; that means we do whatever we can to ensure that no student falls behind in their studies, and that no customer is unhappy with the service they receive</li> </ul>			
<b>Integrity – fairness first</b>			
<ul style="list-style-type: none"> <li>• We model integrity in everything we do</li> <li>• We never compromise on honesty or trustworthiness</li> <li>• We adhere closely to laws and compliance standards</li> <li>• We do what we say we will do, and fulfil our promises to staff</li> </ul>			
<b>Excellence – we aim high</b>			
<ul style="list-style-type: none"> <li>• High standards drive everything we do</li> <li>• We deliver excellence, strive for continuous improvement and respond dynamically to change</li> <li>• Each one of us is personally responsible and accountable for the quality of whatever we do</li> <li>• We listen to our students and understand their expectations</li> <li>• We strive to exceed expectations in quality and delivery</li> </ul>			

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### Support – we support and respect each other

- At UCEM each member of staff does everything they can to help other staff and students to achieve their goals
- We respect others and their opinions, we are open to ideas, we trust each other
- We promote a supportive working environment across UCEM that extends to our students
- We value and reward each individual's skills, working towards common goals with shared objectives and through collaborative practice

### SAFEGUARDING AND PREVENT

Please note any appointment to this post is conditional upon and subject to an enhanced certificate (criminal record check) issued by the Disclosure and Barring Service (DBS), which will also include a check of the DBS Barred Lists.

If you are appointed to this post you will also be required, as part of your induction training, to undertake training relating to safeguarding and Prevent. This training will be both face-to-face and online. Any prior training in these areas is helpful, however it will not make you exempt from undertaking training with us.

## BENEFITS

- Salary range £26,000 to £30,000 per annum (depending on experience).
- 24 days paid holiday (rising with service to 27) plus paid bank / public holidays and up to 5 paid closure days; all per holiday year. Holiday buy/sell available.
- Salary exchange pension scheme (auto-enrolment to the People's Pension). You will automatically be opted-in to salary exchange (the term we use for salary sacrifice). You may opt-out.
- Life assurance provision.
- Horizons: There are limited paid parking spaces however you may ask to join the Waiting List. There is no guarantee you will be successful in obtaining a space before or after commencing employment, so you will need to consider alternative travel arrangements.
- Employee Assistance Programme.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Voluntary Healthcare Scheme.
- Charity giving.
- Access to IT and retail discounts.

*On the jobs page of our website you will find the full list of employee benefits at UCEM*

## APPLICATION PROCESS

### Preferably by email to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

Please send the following documents:

- 1) Your up-to-date CV;
- 2) A covering letter outlining your suitability for the role with your salary details; and
- 3) A completed **Recruitment Check Form**, available from the jobs section of our website at [www.ucem.ac.uk](http://www.ucem.ac.uk)

Internal applicants are advised to inform their line manager of their application.

### Informal discussion

For an informal discussion about the role please contact Caroline Carroll on 0118 921 4652 or email [c.carroll@ucem.ac.uk](mailto:c.carroll@ucem.ac.uk).

For any other enquiries please contact HR on 0118 467 2243 or email [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

**NO AGENCIES – WE DO NOT USE AGENCIES NOR CAN WE ACCEPT CV SUBMISSIONS**

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### Closing date

Wednesday 23 October 2019 at 12:00 noon.

Please note, applications may be reviewed as and when they are received, so you may be invited to interview ahead of the closing date and the initial interview dates outlined below.

### Interview date

Initial interviews are scheduled for Tuesday 29 October 2019 and Wednesday 30 October 2019. If there are any further date, these will be advised to you later in this process.

Please be prepared that there may be a two-stage interview process, held on different dates. As part of any interview process with UCEM, you will meet with a member of the Senior Leadership Team; subject to availability this may be a telephone interview.

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<sup>i</sup> *References to School mean our School of the Built Environment.*

<sup>ii</sup> *Deliberative committee is the term we use to describe our formal academic committees.*