

Academic Governance Administrator

Job Specification

Date created: November 2022

JOB DESCRIPTION

Employment status: Permanent, full time

Hours: Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern.

Location flexibility: The place of work for this role is **Split** between the Horizons office in Reading and your home*; the exact split of days/hours is negotiable but must include a minimum of 2 working days per week spent at Horizons. However, you may work more in the office should you wish. **Please note working at home is only possible if your environment meets certain conditions – see our Future Ways of Working at UCEM document*

Department: Technology & Academic Services

Line manager: Caroline Carroll, Academic Governance Manager

Role summary

As a University College, we have numerous formal academic committee and programme meetings occurring throughout the year. These are critical meetings where academic business is considered and important decisions are made.

The Academic Governance team provides comprehensive high-quality support to the effective servicing of our Deliberative Committee, Subcommittee and Programme meetings. You will provide comprehensive, proactive, secretarial and administrative support to the Academic Governance team.

This position is ideal for an individual without extensive experience or a graduate who is willing to learn and undertake training including minute taking. You will have the opportunity to develop professionally, build on your knowledge and widen your skill set. You will also be able to become a member of the Association of University Administrators.

Role accountabilities and responsibilities

- Support the Deliberative Committees, subcommittees and Programme meetings as required, comprising of preparing documentation, meeting packs, uploading documents on SharePoint, etc. This may include attending meetings to provide support to the Academic Governance team.
- Assist and support the Professional Engagement and Advisory Forum including monitoring attendance and the preparation and circulation of meeting papers.
- Assist the co-ordination of the annual programme monitoring process.

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- Provide secretarial and administrative support to the Academic Governance team including diary management.
- Assist in updating the Deliberative Committee guidance notes, Academic Governance guidelines and the Deliberative Committee Induction handbook.
- Maintain deliberative committee registers and Office for Students register.
- Raise purchase orders, track payments and keep records.
- Ensure the Academic Governance and Deliberative Committees section on UCEM's intranet is maintained.
- Assist in the preparation of documentation for programme validation and accreditation events.
- Support the annual update of Research and Scholarly Activity Forms and compile data for annual reports.
- Book any travel and accommodation as necessary.
- Support the coordination of other internal and external meetings as required.
- Maintain records and undertake filing.
- 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.

Line management responsibility:	NONE
Budget responsibility:	NONE
<u>In this role you will liaise with:</u> All internal departments and staff, particularly the Executive, Senior Leadership Team, Deans, Associate Deans, Academic Delivery Managers, Programme Leaders, external members of deliberative committees and deliberative committee student representatives.	

PERSON SPECIFICATION

Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
Further education level qualifications or proven track record in a similar role	X		X		
Degree level qualification		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Secretarial or office administration experience	X		X	X	X
Experience in a similar role		X	X	X	
Minute taking or note taking		X	X	X	
Experience within the education sector / Built Environment / Higher Education		X	X	X	

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Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Professional and confident approach to work	X			X	
Good standard of written and verbal communication skills	X		X	X	X
Organised, accurate and good attention to detail	X			X	X
Ability to work flexibly as part of a team, yet able to work on own initiative	X			X	
Confident to build good relationships at work	X			X	
A positive approach to problem solving – the ability to ask appropriate questions	X			X	
Multi-tasking and meet agreed deadlines	X			X	X
Familiarity with Higher Education practice and protocols		X		X	
Digital skills: We use MS Office which includes Teams, Outlook, Word, Excel, and PowerPoint	X			X	X
Use of Agresso accounting software, SharePoint and Adobe Professional		X		X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ucem.ac.uk/core-values/	X			X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, and Anti-bullying, Harassment and Sexual Misconduct	X			X	

PAY & BENEFITS

- Salary range £23,000 to £26,000 per annum.
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).
- Wellbeing support and full access to the Employee Assistance Programme. This includes mental health support; several UCEM employees are trained Mental Health First Aiders.

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- Car parking may be available at our Horizons office; this depends on your designated place of work and working pattern, as well as parking availability; you may ask to join the waiting list. Do not assume you will have parking when you start employment; you must plan for alternative travel to work if attending Horizons.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.

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

APPLICATION PROCESS

All job applications must be sent to recruitment@ucem.ac.uk and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application.

Please send the following to recruitment@ucem.ac.uk (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability* for the role; AND
3. A completed Recruitment Check Form which is available from the *Current vacancies* page of our website.

The above items constitute a complete job application. *We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

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

NO AGENCIES: We are not using agencies for this vacancy, and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

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

For any other enquiries please contact HR on 0118 467 2433/2013 or email recruitment@ucem.ac.uk

Closing date and next steps

9 December 2022 at noon

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

Interview details

Initial interviews are scheduled for Monday 12 December 2022 and Tuesday 13 December 2022.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

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Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.

Equality, diversity and inclusion

Here at UCEM we champion equality, diversity and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

Pre-employment checks

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.