

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder:		Job Title:	Faculty Administrator
Reports to:	Director of Studies	Location:	London/Home
Department:	Faculty	Job Family:	Support

SECTION 2

DEPARTMENT STRUCTURE

TBC

SECTION 3

OVERALL JOB PURPOSE

This post will provide support for all the underpinning operations and day-to-day administration that contribute to the running of the Faculty team, and the learning and teaching activities of our Higher Education programmes.

SIZE/DIMENSIONS

None

PRINCIPAL ACTIVITIES / OUTPUT OF JOB

- Provide a range of committee meeting activities, including arranging meetings, minute taking, drafting agendas, and preparing papers and reports.
- Complete a project that updates all of our module specifications.
- Maintain and update records relating to our Academic Community within databases and on the website.
- Provide administrative support for faculty activities.
- Support the Director of Studies and Head of Teaching and Learning Excellence with administration tasks as required.

CONTACTS AND INFLUENCE EXERCISED

- The post holder will attend / be a member of such committees as may be relevant to their administrative duties.
- Practical day-to-day operational matters of delivery will be managed in conjunction with various partners where relevant.
- Unlimited contact with students, lecturers and staff.

DECISIONS

Indicate the level which best describes the job holder’s involvement in the decision-making process:

Follows written and verbal instructions and established guidelines	X
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder’s decisions:

Restricted to employee’s own work	X
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance objectives	

DEFINITION /CLARITY

This is a new role and as such the job description is subject to change.

ANY ADDITIONAL FEATURES OF NOTE

None.

Signed

JOB HOLDER

Date

Signed

LINE MANAGER

Date

PERSON SPECIFICATION

Job Title: Faculty Administrator

Reports to: Director of Studies

Department: Faculty

Qualifications, knowledge and professional memberships	<i>Essential / desirable?</i>	
Relevant administrative experience	E	
Good standard of general education (minimum grade 4-9 at GCSE in Maths and English)	E	
An understanding of the Higher Education environment, and experience of providing administration services within a university or similar.	D	
Sound knowledge of The London Institute of Banking & Finance strategy, practices, processes and IT systems	D	
Experience of committee meeting activities, including arranging meetings, minute taking, drafting agendas, and preparing papers and reports.	E	
Technical competencies (skills and experience)	<i>Essential / desirable?</i>	
Well organised and has good communication skills.	E	
Ability to use own initiative and pay attention to detail	E	
Ability to work independently, multi-task, and prioritise own workload.	E	
Ability to work cooperatively within a team, providing a high quality of support to colleagues	E	
Possess good IT skills, including MS Office, Teams and Sharepoint.	E	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential / desirable?	Core or Enhanced
Communicating effectively	E	C
Business thinking	E	C
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	C
The Customer Experience	E	C
Managing quality and standards	E	C
Applying judgement and taking decisions	E	C

Signed

Date JOB HOLDER

Signed

Date LINE MANAGER