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**JOB DESCRIPTION**

**POST:** Continuing Professional Development Administrator

**GRADE:** 3

**REPORTING TO:** The Advantage Manager

**SUPERVISORY RESPONSIBILITY:** None

**JOB PURPOSE:**

To work closely with the Director of Advantage and The Advantage Manager to ensure delivery of a pro-active, high quality service to staff and external stakeholders through personal contribution and co-ordinated administrative activities.

**DUTIES AND RESPONSIBILITIES:**

1. To support the work of The Advantage Manager in communicating with academic staff, and internal / external stakeholders, distributing and collating information, maintaining the accuracy of data resources, and referring enquiries to the most appropriate individuals.
2. To support the Director of Advantage, Heads of School and others by managing diaries, arranging meetings, preparing and circulating papers and drafting agreed actions.
3. To distribute regular updates on funding opportunities in relation to CPD activities.
4. To liaise with University staff and external presenters and facilitators, sourcing venues suitable for CPD events and arranging through University teams and / or external organisations reservations, catering, transport, accommodation, IT, AV and data and other logistics as required.
5. To work with University staff and external presenters and facilitators to ensure that materials required by participants are provided, copied and distributed in good time.
6. To communicate with delegates attending CPD or other events on campus or at off-campus locations, facilitating registration, ensuring its completion, and that delegates are in receipt of all materials required for the event in good time.
7. To regularly create, update and amend marketing material and website/ social media content as necessary.
8. To devise feedback systems appropriate to the event or activity, collating information received, and forwarding to the CPD Officer and others to inform future repetition, enhancement or delivery to new stakeholder groups.
9. To act as first point of call to all internal/ external facilitators and stakeholders by demonstrating excellent front line customer service skills, and liaising in a professional, approachable and attentive manner.
10. Provide administration for Health Masters programmes to include:
    1. support for student recruitment, admissions and induction
    2. support for student attendance and monitoring procedures
    3. creation and maintenance of student records on SITS
    4. monitoring of student funding status to feed back to CPD Officer for monthly reporting
11. To distribute invoices for services provided to organisations external to the University.
12. Any other duties as may reasonably be required.

**HEALTH & SAFETY**

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

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**PERSON SPECIFICATION**

**POST TITLE: Continuing Professional Development Administrator**

**DEPARTMENT: The Advantage**

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

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| **REQUIREMENTS**  The postholder must be able to demonstrate: | **ESSENTIAL (E)**  **DESIRABLE (D)** | **MEASURED BY:**  **A Application form**  **I Interview**  **T/P Test/Presentation** |
| **EDUCATION/TRAINING***(Academic, vocational/professional and other training)* | | |
| Good Standard of education | **E** | **A** |
| **KNOWLEDGE & EXPERIENCE***(e.g. report writing, office experience, Microsoft office)* | | |
| Excellent standard of computer literacy with Microsoft Office applications (Word, Excel Access etc) | **E** | **A/I** |
| Experience in developing administrative systems and procedures | **E** | **A/I** |
| Experience of working in an office environment | **E** | **A/I** |
| Experience of working with SMEs and corporate clients. | **E** | **A/I** |
| Experience of organising and minuting meetings using an appropriate written style (training available) | **D** | **A/I** |
| Ability to identify and generate materials for use in marketing contexts | **E** | **A/I** |
| **SKILLS & ATTRIBUTES**  *(e.g. communication, interpersonal, decision-making, problem-solving)* | | |
| Excellent written communication skills enabling production of documentation to a high standard, ensuring attention to detail. | **E** | **A/I** |
| Good standard of numeracy, including experience in managing aspects of financial procedures –invoicing, spreadsheets, ordering materials | **E** | **A/I** |
| Excellent interpersonal skills in order to communicate effectively at all levels. | **E** | **I** |
| Excellent organisational skills with the ability to manage complex workload and prioritise conflicting demands. | **E** | **A/I** |
| Ability to maintain a high level of confidentiality and discretion | **E** | **A/I** |
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| **BEHAVIOURS**  Behaviours will be tested at interview against the Contribution Framework (available on the recruitment web site under Our Culture & Values - Values & Principles) [www.yorksj.ac.uk/values-and-principles](http://www.yorksj.ac.uk/values-and-principles) | | |
| Leading myself and others  Delivering a great service  Taking a professional approach  Working together as a team | **E  E  E  E** | **I  I  I**  **I** |