Job Title: Administrative Assistant
Grade: 3
Salary: £16,654 to £18,777 per annum, pro-rata
Department: CAMEo, College of Social Sciences, Arts and Humanities
Contract: Permanent, Part Time (0.6FTE)
Job Reference: SAH01642

Role Purpose:
To work as part of a small administrative team to provide operational assistance for research and engagement activities, primarily for CAMEo Research Institute for Cultural and Media Economies. CAMEo is one of four new strategic University of Leicester Research Institutes.

To handle enquiries from academic staff, postgraduate research students, staff in other areas in the University, visiting academics, and external project partners, collaborators and stakeholders.

To be responsible for tasks delegated by senior administrators and research directors and to undertake general office duties as required.

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<tr>
<th>Principal Responsibilities</th>
<th>% Time</th>
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<tr>
<td><strong>Principal Accountabilities:</strong></td>
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<tr>
<td>- Support for research activities including:</td>
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<td>- Event, conference and meeting organisation: liaising with attendees, supporting</td>
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<td>marketing activities, booking rooms, checking AV facilities and ordering catering.</td>
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<td>- Maintaining records and databases with contact details of stakeholders</td>
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<td>- To deal with enquiries from academic staff, postgraduate research students, staff in</td>
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<td>other areas in the University, visiting academics, and external project partners,</td>
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<td>collaborators and stakeholders.</td>
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<td>- General office duties including:</td>
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<td>- Ordering stationery, paper and other goods</td>
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<td>- Assist with the raising of invoices (using Smarter Purchasing) and processing expense</td>
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<td>claims (photocopying forms, obtaining authorisation, sending to Finance Office and</td>
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<td>filing paperwork).</td>
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<td>- Post</td>
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<td>- Maintaining notice boards</td>
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<td>- Ordering promotion materials</td>
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<td>- Reporting maintenance and IT issues</td>
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<td>- Any other duties commensurate to grade</td>
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## Internal and External Relationships

### Internal to College:
- Academic staff (daily)
- Research Administrator (daily)
- Operations Manager (weekly)

### Within the University:
- Finance Office (weekly)
- External Relations Division (weekly)
- CSSAH College Office (weekly)

### Externally:
- Visiting speakers and academics
- Research partners, organisations and collaborators

## Resources Managed

CAMEo comprises a small team of academics working on a range of research, consultancy and public engagement projects. CAMEo works in close collaboration with a broad range of UoL-external collaborators such as arts and culture organisations, governments and sector organisations and other academics nationally and internationally. CAMEo has dedicated premises on the North Campus.

## Planning and Organising

Expectation to manage own time daily activities in response to direction from senior administrative staff.

Make routine arrangements and bookings according to clearly defined instructions.

## Qualifications, Knowledge and Experience

### Essential
- Experience of data input and accurate record-keeping.
- Excellent IT skills including Microsoft Office.
- Work experience as an administrator in a busy environment.*
- Educated to GCSE standard or equivalent.

### Desirable
- RSA 2 Word Processing or equivalent (e.g. ECDL)
- Work experience in higher education (D)*

*Criteria to be used in shortlisting candidates for interview*
Skills, Abilities and Competencies

**Essential**

- Excellent accuracy and attention to detail.*
- Strong organisational, record keeping and clerical skills.
- Good communication skills, with the ability to give and receive information effectively using a variety of methods and to communicate with a wide range of university staff, students and agents.*
- Ability to work as both as a member of a team whilst also demonstrating independent working and initiative.
- A willingness to be flexible towards duties and adaptable to change.
- An understanding of the importance of meeting customer needs and providing a high quality service.

(*Criteria to be used to shortlist candidates for interview)

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**Equality and Diversity**

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and Athena Swan.

We are proud to be selected as one of only ten Universities internationally to be an impact champion for HeForShe, a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the Equalities webpage.

**Selected Staff Benefits**

- 24 days annual leave, plus bank holidays and 6 closure days
- Generous pension
- Discounted gym membership
- Childcare voucher schemes

For more information about our fantastic benefits please click here.

**VITAL - living our values**

We believe that the University of Leicester is a great place to work. Our values go to the heart of everything we do and underpin our motto Ut Vitam Habeant - so that they may have life – but are denoted be the simple acronym, VITAL.
Valuing people - We respect, trust and appreciate our people. We recognise others' achievements and our own. We celebrate success. We help everyone to achieve their potential.

Innovators - We have the confidence to solve problems creatively. We are always striving to improve our service. We are resilient, proactive, clear communicators. We nurture a safe environment for innovation.

Together - We work better when we work together. We collaborate with other stakeholders to share knowledge and best practice. We draw on others' expertise and create networks to develop new ideas.

Accountable - We are responsible for our actions. We hold ourselves and others to account and admit our mistakes. We agree what is expected and deliver on our promises. We are responsive and able to demonstrate where we've made a difference.

Leaders - We are confident professionals; we value knowledge and expertise and know when to use them. As leaders, we demonstrate integrity, honesty and transparency. We use our judgement and work well with others across all departments.