

**Glasgow University Students’ Representative Council**

## Senior Support Services Administrator

Job Description and Person Specification

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| **Location:**  | John McIntyre Building, University Avenue, Glasgow G12 8QQ |
| **Salary:**  | Grade 4 (Pt 11) £21,197 to (Pt 14) £22,662 |
| **Hours:** | 35 hours full-time (may be an opportunity for some flexible/home working) |
| **Probationary Period:**  | 6 Months |
| **Pension**: | GUSRC will make a pension contribution of 8% to the National Employment Savings Trust (NEST). Employee contribution 1.25%  |
| **Annual Leave** | 29 Days per annum (minimum 4 reserved for Christmas new year period)  |

**Purpose of post**

To contribute to the effectiveness of the SRC by providing ongoing administrative support to staff and elected members.

# Key Duties

# Welcome Point

* Supervise and monitor work of reception and administration team.
* Work with the Senior Finance Administrator in reviewing and maintaining procedures to ensure the smooth running of the Welcome Point and Administration office.
* Establish and maintain online filing systems to ensure accurate and speedy retrieval of documentation.
* Contribute to induction and training of new staff

# Representation & Engagement

* Contribute to the provision of effective administration and diary management support to the Permanent Secretary, Senior Managers and Executive officers
* Assist in the organisation and preparation of meetings, training courses and events
* Provide administrative and secretarial support for internal governance meetings.
* Support the Personal Assistant to the Permanent Secretary in ensuring procedural compliance in the conduct of SRC Internal governance activity.
* Lead on the administration of the SRC Council Elections, supporting the Returning Officer and Deputy Manager in ensuring the elections run smoothly

 **Class Representation / Volunteering / Wellbeing Workshops**

* Share responsibility for allocating admin support in all tasks in relation to Volunteering, Wellbeing Workshops & Class Rep Training administration.
* Work as part of a team processing PVG forms and maintain and administer systems with the respect to same.
* Assist in information gathering and dissemination through appropriate SRC Publications

#  Miscellaneous

* Assist with maintenance and updating of relevant parts of website.
* Perform such other duties as may from time to time be required by the Permanent Secretary & the Deputy Manager
* Work in a manner that reflects the values of the organisation as outlined in the constitution and strategic plan
* Able to work occasional evenings or weekends

**Accountability**

* Directly responsible to the Deputy Manager on a day-to-day basis.

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| **Attributes** | **Essential** | **Desirable** |
| Knowledge, Skills and Experience | * Ability to work on your own and as part of a team
* Computer literate, with a strong working knowledge of Microsoft Office, in particular Outlook, Word and Excel
* Good communication skills with the ability to build and maintain effective working relationships
* Experience of working in a support services role
 | Supervision and Support Skills Minute Taking experience |
| Qualifications |  | Qualification in relevant discipline |
| Motivation and Outlook | * Approachable, Personable
* Motivated, Confident and Flexible
* Team Player
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