

JOB DESCRIPTION

Job Title	Central Admin Supervisor
Salary Range	£25,500 - £29,000 basic per annum basic per annum (successful candidates will start at the base point of the above salary)
Hours of work	Full Time - 35 hours per week
Reporting to	Senior Central Manager through to Director of Central Services
Responsible for	Student Staff and Volunteers as required
Purpose of the Post	<p>Responsible for: working with the Central Services team to deliver the assigned objectives of the functions.</p> <p>The Central Admin Supervisor post is responsible for supporting, facilitating and developing the operations of the Union's Central Services functions, including delivery personnel and recruitment processes, clerking, administration and report writing and other Central Services administration</p>

ROLE SPECIFIC DUTIES

- **Responsible for supporting the delivery of the Central Services function** - Support the delivery of the agreed outcomes & requirements, support budget management, department resources and risk management, support the upholding and delivery of departmental objectives to fulfil the UPSU vision, values and strategy.
- **Line management of Student Staff** - Where appropriate support the recruitment, induction and training of student staff, ensuring their understanding and adherence to expectation of work assigned, development, recognising their success and working with Line Manager to address any concerns.
- **Oversight of Volunteers** - Support the recruitment of volunteers, induction and training, ensuring their understanding and development and recognising their successes.
- **Operational delivery and leadership for assigned projects, tasks and processes for Central Services activity** - Deliver recruitment processes including selection and induction processes, lead assigned admin for HR requirements including: personnel records, recruitment and induction records, ad-hoc HR meetings, flexitime, leave and sickness. Lead and deliver assigned elements of central projects as required. Support and deputise for finance processes as required
- **Clerking for all Constituted Union Meetings** - Provide agenda preparation, minute taking & the timely collation and distribution of minutes and papers, support the selection and induction processes for Trustees, support the filing of corporate documents e.g. with Companies House and the Charity Commission.
- **Support partner work with the Union's appointed HR and financial experts** - Supporting the proactive involvement of and advice taking from external experts on both day to day and exceptional matters - implementing advice and reporting exceptions as advised.
- **Develop and Maintain Critical University Partnerships to support the delivery of the Central Services Function** - Including developing and maintaining collaborative and influential relationships with relevant University contacts e.g. Finance, Estates & Campus services, HR, Global etc
- **Develop and implement processes and systems to support the outcomes of the Central Services Function** - ensuring there are appropriate processes in place to record, track, report, review and renew activity and impact/outcomes of the Central Services function
- **Elected Officer/Student Volunteer Support** - Support the relevant elected officers and relevant student executives and volunteers in their roles as required. Provide Finance & Central Admin process training and support for officers - including flexi, conferences, financial process and expenses etc

GENERAL DUTIES

- The Union operates on a matrix framework, so in addition to responsibilities relating to your own job role all employees will be required to work on Union wide projects and may be required to manage people and resources outside their distinct role remit. At all times employees are required to work collaboratively with colleagues and elected student representatives across Union projects and work streams as required.
- All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All employees are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded whenever possible employees will be required to support the gaining of and acting on feedback as part of day to day activity.
- The Union considers regular and ongoing personal development/training as essential to role delivery and Union development. It is expected that employees undertake any such development/training offered as is reasonably practicable.

[COMPETENCY AND RESPONSIBILITY FRAMEWORK](#)
[PERSON SPECIFICATION](#)

OTHER DUTIES

The nature of the post will, at times, require additional commitment over and above normal responsibilities and hours. The requirements will always be commensurate with the role and employees are required to undertake such duties as requested.

I _____ (*print name*), by signing below, agree with the above Job Description

Signed: _____ **Date:** _____