

JOB DESCRIPTION

Job Title: Administrator, Committees (0.8FTE)

Department: Junior Bursar's Office

Reports to: Committee Coordinator

Purpose of role:

To provide high-level administrative support to the Junior Bursar's office, covering a diverse and changing workload. The role holder will be expected to support various committees and manage a high volume of correspondence.

Key accountabilities:

1. Committee support

Preparing draft agendas for committees in collaboration with the Committee Coordinator, ensuring that all items have been included. Organise, collate and bring together all papers and materials required at each committee, ensuring that they are properly formatted and professionally presented ready for issuing to committee members.

Draft minutes of various meetings, ensuring an accurate record is made and that the Minutes are presented in a professional format.

Track actions agreed at each meeting, following up with committee members.

2. Meeting administration

Co-ordinate meeting schedules in collaboration with the Committee Coordinator, making contact with Members and attendees to establish availability.

Ensure compliance with terms of reference and meeting frameworks by monitoring adherence to Ordinances and governance guidelines, coordinating timely submissions of required documents.

3. Drafting

Liaise with other departments and stakeholders to gather additional information, ensure accuracy, and incorporate input into the drafting of reports and policies.

4. Policy Governance

Support the governance of College policies within the Junior Bursar's remit, working with Heads of Department to ensure policies are accurate, consistently formatted, reviewed in accordance with agreed timescales, submitted for approval through the appropriate governance route where required, and maintained within the central SharePoint repository.

5. Data management

Review and analyse papers and documentation from multiple committees to extract relevant information. Consolidate extracted information into a comprehensive and well-maintained tracking spreadsheet for ongoing use.

6. General support

Serve as the initial point of contact for routine enquiries into the Junior Bursar's Office, answering queries where possible and triaging emails to members of the team as appropriate.

Provide assistance with managing the office workflow within the department, supporting team members as required in times of high workload and absence.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	Experience and proven track record in a fast-paced administration role Understanding of collegiate university (desirable) Experience of supporting committees, including taking Minutes
Skills	Excellent administrative skills Exceptional proofreading skills Excellent attention to detail Strong organisational skills Excellent interpersonal skills Proficiency in Microsoft Office and other relevant software Ability to work collaboratively and independently
Qualifications	Good general education, preferably to A level or beyond, or relevant experience.

EMPLOYMENT DETAILS

Rate of Pay:	£26,353 per annum. (FTE £32,942 pa)
Hours:	The role is contracted at 0.8 FTE on an annualised hours basis. During University Full Term (26 weeks per annum), hours will normally be worked across five days per week (36.25 hours). Outside Full Term (26 weeks per annum), hours will normally reduce to three days per week (21.75 hours). Working hours will normally fall between 9.00am and 5.00pm, although some flexibility may be required to support operational and committee requirements. Other flexible hours will be considered, for example to support caring responsibilities.
Location:	Due to the nature of the role, this position is based fully on site at Trinity College
Holiday:	Pro rata equivalent of 33 days including 8 days public holiday. Due to the operational nature of the role, annual leave is expected to be taken outside Full Term wherever possible.
Probationary Period:	Six months.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory for members.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to, and parking in, the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Cycle to Work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months,(maximum limits apply), after successful completion of their probationary period.
Childcare:	Access to a workplace nursery, subject to places being available.