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Progress with regards to HR has taken place over the last few weeks. The attached job description is now live with applications to be into SUS by the 21<sup>st</sup> May.

The administrative assistant will be employed on a full-time basis and they will be paid through the same system as the original SUS officers and this post has been graded as UE04 covering an fte salary scale of £17606-£19743.

Applications are already flowing in and it is hoped to be able to recruit someone for this position with a view to them starting in July.

In addition to this role Ross has been offered the opportunity to remain with SUS on a part-time HTBN basis while he completes a Masters at Edinburgh University and this will be supported through the Edinburgh University CSE.

Alongside these posts SUS has taken on a number of internships to support work in the office and offer students some valuable work experience for the summer period. Heather MacGillivray, a Stirling University Sport & Exercise Science student, has started and will work for the rest of this month three days a week to help through conference planning. Catharine Horn, an Edinburgh University Sport and Recreation Management Masters student, has also started and will work with us part-time for the summer period. Connor Hill, the recently elected Vice Presidents of the Sports Union at Dundee University, will start with us shortly and will also work part-time for the summer period.

**SUS Executive is asked to:**

Item
➤ Note HR progress and ask any questions

## **1. Job Details**

Job Title:	Administration Assistant, Scottish Universities Sport
Terms:	Full-time post
Support Department:	Centre for Sport and Exercise, University of Edinburgh
Unit: (if applicable)	Scottish Universities Sport
Line Manager:	Jacqui Stone, Executive Officer
Location:	Scottish Universities Sport, 48 Pleasance

## **2. Job Purpose**

To provide administrative support to the Staff and Committees of Scottish Universities Sport, with particular focus on upholding efficient office systems, customer care, maintaining/updating client databases (including web-site) and assisting as required SUS' diverse year round programme of events.

## **3. Main Responsibilities**

<i>Specifically</i>	<b>Approx % of time</b>
1. Provide administration for SUS events including dealing with entries and payments; processing results; and compiling news stories. This may also comprise assisting at SUS events such as the Christmas Seminar, Active Age Festival and Annual Conference.	<b>30%</b>
2. Provide effective office administration including dealing with daily correspondence & telephone enquiries; creating & maintaining databases; and the control of office equipment.	<b>20%</b>
3. Provide administrative support to Executive Council & SUS Committees including the attendance at related committee meetings as required to compile minutes	<b>10%</b>
4. Assist the SUS Executive Officer with book-keeping and handling of financial transactions in order to ensure effective management & control of SUS finances	<b>10%</b>
5. Ensure website is maintained and accurate, to include page information, news and events. This will include assisting with the compilation and dissemination of the SUS e-newsletter and organising press releases as required.	<b>10%</b>
6. Accurately record and maintain incoming and outgoing supplies of all merchandise including SUS kit, medals, and other items.	<b>10%</b>
7. Act as a focus for the receipt and dissemination of information amongst members of SUS committees and the wider membership	<b>5%</b>
8. Support the annual Audit of SUS activity in order to provide statistics to assist the Executive Council in developing the SUS strategic plan.	<b>5%</b>
<i>More generally</i>	
9. Contribute to positive collaborative working relationships with partner organisations and agencies.	~

10. Actively promote sports and physical activity membership within Scottish universities and colleges ~
11. Build effective working relationships & co-operation with other colleagues within SUS ~

#### **4. Planning and Organising**

- o Supporting the Executive Officer/Sports Manager in arranging and delivering events/campaigns/communications/service improvements, often 6 months ahead, in support of SUS activities and programmes.
- o Maintaining and updating member bookings / event registrations / databases, and the SUS web-site, on an on-going basis in a well-ordered and efficient manner, and processing monthly invoices.
- o Co-ordinating the order (3 months lead time), delivery and safe storage of SUS kit, while ensuring there is plentiful stocks to support events and member requests.

#### **5. Problem Solving**

- o Liaising with the Executive Officer/Sports Manager to try to resolve scheduling issues (differing holiday/exam periods; conflicting events; availability of officials/venues) to uphold customer satisfaction and assure a full SUS programme.
- o Assist with member enquiries/complaints/concerns, refund requests, customer feedback, financial irregularities, bad debts, accidents/incidents, investigating / assembling facts, and with Executive Officer/Sports Manager/Chair determining appropriate course of action.

#### **6. Decision making**

- o Follow policy/procedures in dealing with member enquiries (entries to events; conference registrations; financial enquiries), how to accommodate them/fee to charge and ensuring a smooth and efficient office environment.
- o Progress orders for SUS kit/equipment (determining time-frames; quantities; specification; best price) and taking action to register/store/relay items on arrival, and chasing late/wrong deliveries.
- o Meet regularly with Executive Officer to agree priorities (daily, weekly, monthly) and to find better ways of working, but planning and prioritising own work activities day-to-day.

#### **7. Key Contacts**

Personnel on SUS Committees (Executive; Competitions; Professional Development; Physical Activity; Fora); Individuals in Scottish Universities (Athletic Union/Department); British Universities & Colleges Sport; Schools, Colleges and other tertiary education groups; local clubs; Scottish Institute of Sport Network; NGBs, International sports teams; Event organisers; Press; Suppliers.

#### **8. Knowledge, Skills and Experience**

- o Educated to Standard grade level with passes in English and Maths with a minimum of 2 years sports admin experience (paid or voluntary);
- o Ability to work as a member of a team and have an interest in and knowledge of tertiary education sport and physical activity;

- o Excellent communication skills (verbal and written), being polite and diplomatic;
- o Initiative and aptitude for problem solving, and a keen entrepreneurial spirit;
- o Well developed IT abilities (MS office; internet) with experience of spreadsheets/databases;
- o High administrative, numeric and negotiation skills, with the ability to work independently, to deadlines and with accuracy, meticulousness and attention to detail;
- o Able to prioritise own workload, understand priorities of colleagues, self-motivated and able to cope with a very busy work environment often with competing demands;

## APPENDIX ONE: Candidate Specification

### Administration Assistant ~ Scottish Universities Sport

	<b><u>Essential</u></b> "Should/Must Have Criteria"	<b><u>Desirable</u></b> "Like/Nice to Have Criteria"
<b>Qualifications and attainments</b>	Educated to standard grade level (incl English/Maths) or with an National certificate in business or sport administration	Degree in sport or recreation management
<b>Work and other experience</b>	<p>Minimum of 2 years sports admin experience (paid or voluntary)</p> <p>Experience in clerical support (e.g. nomination forms, meeting minutes, data input)</p> <p>Demonstrated capacity to achieve work targets.</p> <p>Experience of working with databases, websites and other office systems and procedures.</p>	<p>Experience in research projects.</p> <p>Experience in working in a merchandising environment.</p> <p>Experience of working in event administration (e.g. entries, payments, results, news)</p>
<b>Skills</b>	<p>High level of IT competency (word, excel, power point, outlook and publisher).</p> <p>Ability to work independently, often unsupervised</p> <p>Ability to multi-task.</p> <p>Excellent interpersonal and communication skills.</p>	<p>Ability to exercise judgement and make decisions</p> <p>Book-keeping and handling of financial transactions</p> <p>Experience with Adobe cs4 software</p>
<b>Personal qualities</b>	<p>Desire to achieve results.</p> <p>Energetic, focused, self motivated, organised, flexible and enthusiastic.</p> <p>Commitment to excellence.</p> <p>Interest in, knowledge of tertiary education sport and physical activity.</p>	<p>Wanting to work as part of a small team.</p> <p>Enjoys working in a busy, student focussed environment</p>