

**Job Description: Professional Service Positions**

<b>Faculty/Directorate/Service Area:</b>	Faculty of Health, Medicine and Life Sciences
<b>Job Title:</b>	Administrative Assistant – SAIL
<b>Department/Subject:</b>	School of Medicine
<b>Salary:</b>	Grade 05 £26,038 to £28,879 per annum complete with Nest Pension
<b>Hours of work:</b>	Full time
<b>Number of positions:</b>	2
<b>Contract:</b>	This is a fixed term position for a 12 month duration
<b>Location:</b>	This position will be based at the Singleton Campus

<b>Main Purpose of Post</b>	<ol style="list-style-type: none"> <li>1. To be accountable for organising and facilitating the following internal and external meetings, seminars and events: <ul style="list-style-type: none"> <li>• Operations Group</li> <li>• SAIL User Forum</li> <li>• DHCW and NDR working group</li> <li>• Audit Committee</li> <li>• Risk Management Committee</li> <li>• Information Security Committee</li> </ul> </li> <li>2. For each of these groups undertake the following: <ul style="list-style-type: none"> <li>• Circulate agendas, and other meeting documentation</li> <li>• Follow up on actions from the previous meeting</li> <li>• Take minutes and circulate after the meeting</li> <li>• All other related administrative activities</li> </ul> </li> <li>3. With provision from the Line Manager, draft agendas, reports and other project documentation.</li> <li>4. Organise all committees, groups and events and undertake the following tasks: <ul style="list-style-type: none"> <li>• In consultation with members of the group, recruit speakers (researchers, data providers or health informatics experts)</li> <li>• Send out invitations and reminders using email templates</li> <li>• Organise the remote access facility</li> <li>• Book room, catering and input external visitors in Guestbook</li> </ul> </li> <li>5. Provide administrative support for your team's day to day activities. <ul style="list-style-type: none"> <li>• Requisitioning goods and services.</li> <li>• Assisting with diary management, including responding to queries about team members' availability for meetings.</li> <li>• Ensuring visitors use the sign-in system upon entry into the building, and are properly escorted by a member of staff.</li> </ul> </li> <li>6. To professionally represent the interests of your team and the wider SAIL / SeRP programmes.</li> </ol>
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	<ol style="list-style-type: none"><li>7. To always adhere to the ISO 27001 Information Security Standards and all applicable security and operational policies and procedures</li><li>8. To promote equality and diversity in working practices and to maintain positive working relationships.</li><li>9. Any other duties as directed by the Line Manager.</li></ol>
<b>General Duties</b>	<ol style="list-style-type: none"><li>1. To fully engage with the University's Performance Enabling and Welsh language policies</li><li>2. To promote equality and diversity in working practices and to maintain positive working relationships.</li><li>3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.</li><li>4. Any other duties as agreed by the Faculty / Directorate / Service Area.</li><li>5. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy.</li></ol>
<b>Professional Services Values</b>	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values - <a href="#">Professional Services Values</a> and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p><b>We are Professional</b> We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p><b>We Work Together</b> We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p><b>We Care</b> We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<b>Person Specification</b>	<p><b>Essential Criteria:</b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"><li>• Demonstrable evidence of taking pride in delivering professional services and solutions</li><li>• Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.</li><li>• Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience</li></ul> <p><b>Qualification:</b></p> <ul style="list-style-type: none"><li>• Educated to A level standard or equivalent experience</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Previous experience in an administration support role.</li></ul>



- Previous experience of facilitation / supporting meetings (including preparation and circulation of agendas and documentation, and note / minute taking.

**Knowledge and Skills:**

- Ability to organise a range of group meetings and events as required.
- Demonstrate ability to work under pressure with competing deadlines.
- Proven ability to organise own work load and prioritise tasks.
- Demonstrate accuracy and methodical with good attention to details.
- A demonstrable ability to utilise excellent communication and interpersonal skills and interact pleasantly and professionally with people at all levels.
- Proficiency Information and Technology user:
- Competence in using all Microsoft Office packages (Word, Excel, Outlook, Access, Publisher, PowerPoint)
- Ability to deliver exceptional standards of service to all stakeholders.

**Desirable Criteria:**

- Ability to communicate in Welsh
- Previous experience of projects in within an academic / Higher Education setting.
- Knowledge of the health informatics or population data science sector.

**ISO27001 Competency Matrix – expected levels after 6 months in post**

	Skill Level			
	Aware	Basic	Skilled	Expert
Governance	X			
Policy & Standards		X		
Information Security Strategy	X			
Innovation & Business Improvements	X			
Information Security Awareness & Training		X		
Legal & Regulatory Requirements		X		
Third Party Management	X			
Risk Assessment		X		
Risk Management	X			
Security Architecture	X			
Secure Development	X			

**Welsh Language Level**

Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.

For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](#).



Swansea University  
Prifysgol Abertawe

**Additional  
Information**

Informal enquiries: Rachel Carpenter ([rachel.carpenter@swansea.ac.uk](mailto:rachel.carpenter@swansea.ac.uk)) or Rob Garlick ([r.garlick@swansea.ac.uk](mailto:r.garlick@swansea.ac.uk))

