

Centre Administrator

Bradford-Renduchitala Centre for Space AI
Faculty of Engineering and Digital Technologies



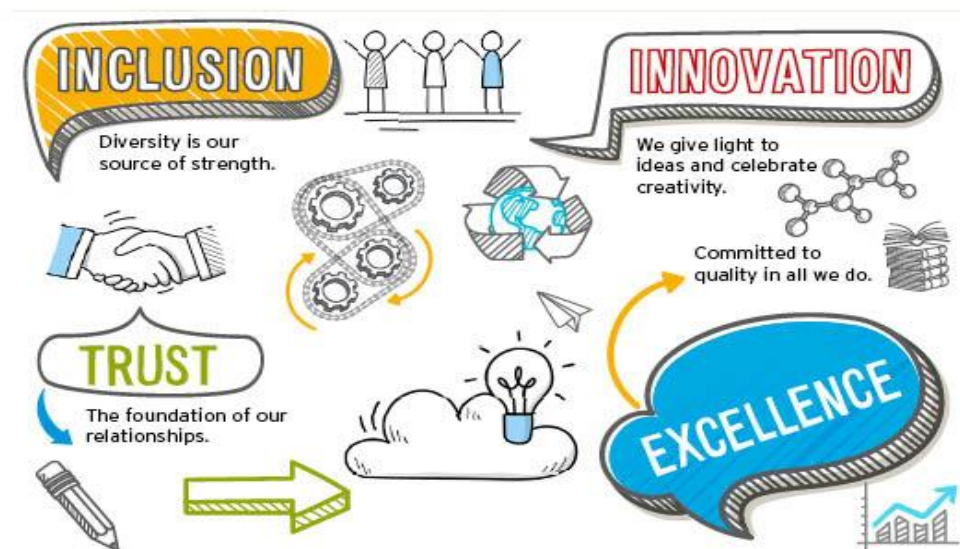
Brief summary of the role

Role title:	Centre Administrator
Grade:	4
Faculty or Directorate:	Faculty of Engineering & Digital Technologies (FEDT)
Service or Department:	Bradford-Renduchintala Centre for Space AI (Space Centre)
Location:	Main Campus
Reports to:	Space Centre Director
Responsible for:	n/a
Work pattern:	

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none"> • GCSE English and Maths Grade A to C or equivalent (or equivalent experience).
Desirable	<ul style="list-style-type: none"> • ECDL or equivalent.

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none"> • Experience of working in an administrative role. • Experience of using a variety of IT packages to a high standard, including word processing packages, spreadsheets, and databases. • Experience of taking minutes and providing information at meetings. • Ability to maintain, analyse and present information and data. • Ability to prepare reports and deal with a wide range of correspondence and prepare and present appropriate responses. • Accuracy and attention to detail.
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	<ul style="list-style-type: none"> • Ability to prioritise and coordinate own workload, managing own time and working to set deadlines. • Ability to work as a member of a team. • Excellent communication and interpersonal skills, and ability to deliver exceptional customer service.
Desirable	<ul style="list-style-type: none"> • Experience of working in a PA or secretarial role.

Personal attributes

Essential	<ul style="list-style-type: none"> • Commitment to excellence. • Discretion, sensitivity, and understanding of confidentiality. • Commitment to continuing professional development. • Encouraging participation and openness. • Encouraging creativity and innovation. • Supporting academic freedom and respecting the right to express diverse points of view. • Providing equal opportunities for all staff and students to achieve their full potential. • Applying the best ethical standards in everything we do.
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Desirable	<ul style="list-style-type: none">•
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Job Specific Requirements

Essential	<ul style="list-style-type: none">• Occasional work at evenings or weekends in support of key Space Centre events.
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Main Purpose of Role

- To provide high quality administrative support to Space Centre Director.
- To provide a comprehensive administrative service within the Space Centre.

Main duties and responsibilities

1. To provide a comprehensive administrative service to the Space Centre Director, and to provide high quality administrative support to ensure the effective and efficient operation of the Space Centre.
2. To support diary and travel/itinerary management and other purchasing, working with the university financial systems to complete purchase orders, reconcile and process invoices as needed to ensure outstanding commitments are cleared.
3. To support the Space Centre Director with conference bookings and related academic or research external activity.
4. To work with the Space Centre Director and his/her designee to manage any institutional credit cards, ensuring receipting reconciliation and appropriate approvals are completed.
5. To support the Space Centre Director and his/her designee with the organising, preparation and delivery of Space Centre activities and events.
6. To act as first point of contact, including meeting and greeting external visitors to the Space Centre.
7. To receive, review and disseminate incoming communications on behalf of the Space Centre Director.
8. To anticipate requirements and identify appropriate opportunities to act on the Space Centre Director's behalf and communicate and co-ordinate their instructions and requirements with direct reports and other departments.
9. To support Space Centre staff to update and maintain website areas for the Space Centre.



10. To support specific activities of the Space Centre as required.
11. To facilitate and minute Space Centre based meetings, ensuring that actions are tracked and acted upon and disseminated in line with University Governance requirements.
12. To produce, prepare and appropriately disseminate information across a range of communication channels, both internally and externally, in accordance with the Space Centre's communications strategy.
13. To keep records of Space Centre activity as required.
14. To ensure any public or display areas related to the Space Centre are kept up to date with relevant information.
15. To assist the Space Centre Director and his/her designee with projects as required.
16. To liaise with other areas of university administration on behalf of the Space Centre Director.
17. To work closely with colleagues in other parts of the Faculty and Professional Services Directorates to ensure a joined-up student administrative journey.
18. To support university-wide events and initiatives pertaining to the student journey, including, but not limited to, open days, applicant visit days, clearing, induction and enrolment, and graduation. This may involve occasional working on weekends or evenings.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by university management which do not change the general character of the job, or the level of responsibility entailed.