

SENIOR SCHOOL ADMINISTRATOR

School of Natural and Computing Sciences

Closing date: 12 July 2022
Interview date: To be confirmed
Reference number: NCS196A



Version: Sep21

INTRODUCTION

The School of Natural and Computing Sciences is a vibrant and dynamic centre, internationally renowned for excellence both in teaching and research. It currently comprises four academic units, namely: Chemistry, Computing Science, Mathematics and Physics. Hosting over 95 academic and research staff, 60 research students, 120 postgraduate taught students and 690 undergraduates; it is a close knit and friendly community, based on the main campus at King's College.

Launched in September 2021, the *Aberdeen Institute of Data Science and Artificial Intelligence, South China Normal University* is a collaboration between the University of Aberdeen and South China Normal University (SCNU) to deliver three 4-year undergraduate degree programmes in China closely based on the content of the existing BSc (Hons) Computing Science degree (and variants) at Aberdeen. The Joint Institute builds on an existing 2+2 articulation programme in Computing Science and Software Engineering with SCNU.

The programmes to be delivered as part of the Joint Institute are as follows:

- BSc Computing Science
- BSc Artificial Intelligence
- Bsc Business Management & Information Systems [*joint programme with the Business School*]

Students registered on these programmes will complete their studies entirely in China, with teaching delivered jointly by SCNU and Aberdeen staff, with the latter travelling to China to deliver the teaching.

The Aberdeen Institute is expected to add over 20 academic staff to Computing Science over the next three years as well as a smaller number to the Business School, with the first new staff appointed from January 2022.

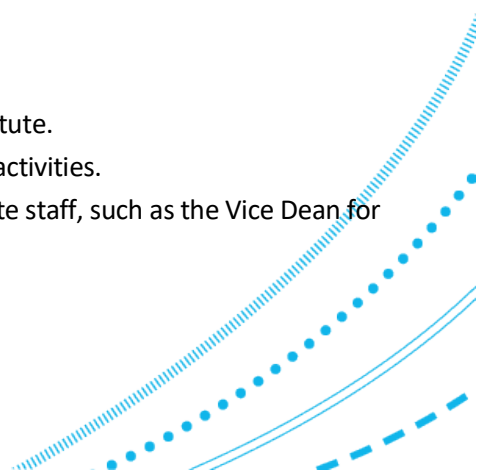
JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

The Senior School Administrator provides leadership to the School Administration Support Team and plays a critical role to ensure smooth delivery of all aspects of the SCNU-UoA Institute of Data Science and Artificial Intelligence at South China Normal University (SCNU) -Joint Institute.

Reporting to the School Administration Manager, the principal role of the Senior School Administrator is to provide operational support for the Aberdeen Institute.

KEY RESPONSIBILITIES:

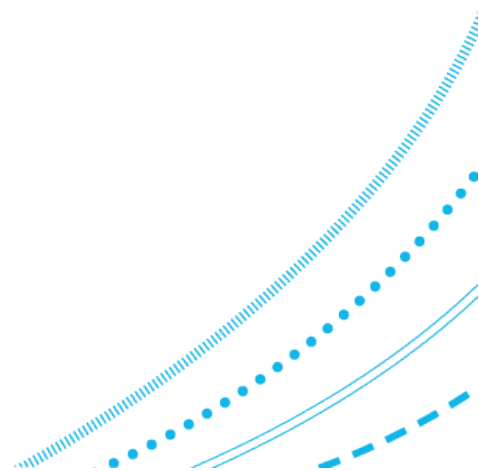
- Ensuring the provision of high-level support for all aspects of the Aberdeen Institute.
 - Managing, leading and developing the enhancement of the Aberdeen Institute activities.
 - Providing operational support and guidance to key School and Aberdeen Institute staff, such as the Vice Dean for the Aberdeen Joint Institute and School Director of Education.
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- Work closely with key academic and administration functions in both Aberdeen and SCNU to ensure the student experience is comparable to that as the campus in Aberdeen.
- Ensuring appropriate process and procedures are administered across the Aberdeen Institute in compliance with School and University procedures and striving to improve efficiencies where possible.
- Along with the UoA Vice Dean, the Senior School Administrator will play a key role in maintaining clear and effective communication between SCNU and UoA and in further strengthening the relationships between SCNU and UoA.
- Work closely with staff within the School, Aberdeen Institute, and throughout the University such as: Registry, Room bookings, Finance, Curriculum Team and Exams Teams.
- Work with central administration team, quality assurance colleagues in the School, Aberdeen Institute, and SCNU partners to co-ordinate development and submission of new, and amendments to, course proposals in line with School and institutional timetables to manage the curriculum management systems.
- Active member of School and University committees such as UoA Core Operations Management Team, School Education Committee.

CANDIDATE BACKGROUND

The principal role of the Senior School Administrator is to provide high level administrative support to the Aberdeen Institute and the School, promoting excellence in all areas of teaching and research support.

The successful candidate should have considerable relevant experience of undertaking a similar role within an HEI establishment, with special regard to relationship and team building, leadership and managing change. The postholder should be able to demonstrate initiative, ability to prioritise their own and others' workloads in a rapidly changing and dynamic environment. They will provide strong leadership and development of the growing Aberdeen Institute and have excellent interpersonal and communication skills to support the needs of students, academic staff and SCNU partners.



TERMS OF APPOINTMENT

Salary will be at the appropriate point on Grade 6, £34,304 - £40,927 per annum, and negotiable with placement according to qualifications and experience.

Any appointment will be made subject to satisfactory references and probation period

For further information on various staff benefits and policies please visit www.abdn.ac.uk/staffnet/working-here

This role is based in the UK and as such the successful candidate will be required to live and work in the UK.

The candidate appointed to this post may be eligible for homeworking on an occasional or regular basis. For more information please refer to our [Homeworking Policy](#).

This post does not meet the minimum requirements for visa sponsorship under the Skilled Worker Route. We are therefore unable to consider applicants for this post that require sponsorship to work in the UK.

AT A GLANCE

SALARY:

Grade 6

£34,304 - £40,927 per annum

HOURS OF WORK:

Full-Time, 37.5 hours per week

CONTRACT TYPE:

Substantive

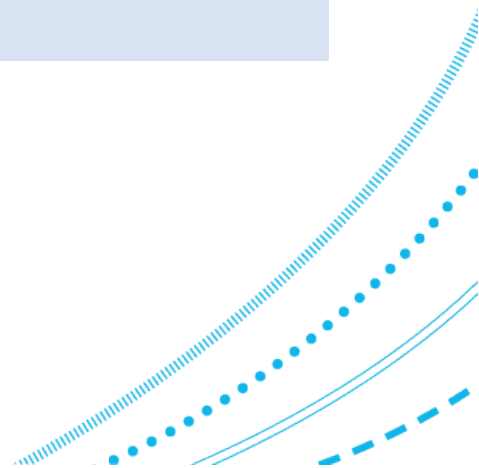
LOCATION:

Aberdeen



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education/Qualifications Academic, technical and professional education and training	<ul style="list-style-type: none"> • Qualified to degree level or demonstrable equivalent experience. 	<ul style="list-style-type: none"> • Relevant professional qualifications
Work and Other relevant experience (including training) e.g. Specialist knowledge, levels of experience, supervisory experience, research	<ul style="list-style-type: none"> • Experience of working in an administrative role, ideally in a busy HEI establishment/office environment • Experience of leading, developing and managing a team • Experience of managing conflicting priorities • Excellent IT skills and knowledge of MS applications • Ability to identify and implement best practice in administrative policies and procedures • Experience of working in a rapidly changing and dynamic environment • Proven ability to build relationships at various levels e.g. academic staff and students 	<ul style="list-style-type: none"> • Experience of University systems • Experience of working with external partners/a variety of stakeholders • Experience of Higher Education administration
Personal qualities and abilities e.g. initiative, leadership, ability to work on own or with others, communication skills	<ul style="list-style-type: none"> • Excellent team building and leadership skills • Excellent interpersonal, communication and customer service skills, both written and oral • Excellent organisational and planning skills • Ability to work on own and as part of a team • Adaptable with ability to use own initiative • Confidentiality and discretion • Commitment to continuous improvement and best practice • Attention to detail 	
Other e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.	<ul style="list-style-type: none"> • Some travel including international travel or out of hours work may occasionally be required 	



UNIVERSITY OF ABERDEEN

open to all and dedicated to the pursuit of truth in the service of others

The University of Aberdeen is a broad based, research intensive University, and we put students at the centre of everything we do. Outstanding in a wide range of discipline areas, Aberdeen is credited for its international reach and commercialisation of research ideas into spin out companies. The University has over 16,000 matriculated students and 3,600 staff representing 130 nationalities. We encourage bold thinking, creativity and innovation, and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges and inspires.



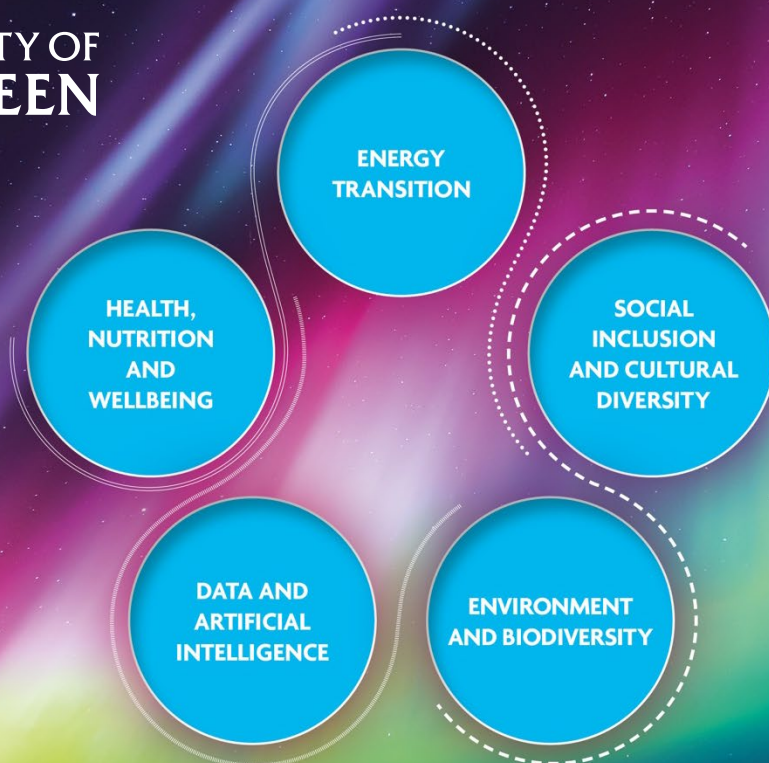
CURRENT CONTEXT

The University continues to build on its achievements. Underpinning our high performance and significant growth is a £100m investment in Aberdeen's estate which will include the completion of a new Science Teaching Hub, the regeneration of the historic King's Quarter and a new Business School building. The University has also invested in 50 new academic posts and in 2020 launched five interdisciplinary, cross-institution Research Centres that will catalyse world-leading research in our areas of strength. Our five Interdisciplinary Challenges are: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing.

ABERDEEN 2040

On our 525th anniversary as a University we launched [Aberdeen 2040](#), our strategic vision for the next 20 years. Four strategic themes will shape our learning and discovery, underlined by 20 commitments we have made against each theme:

- Inclusive**
We welcome students, staff and partners from all backgrounds, organisations and communities. We value diversity.
- Interdisciplinary**
We innovate in education and research by generating, sharing and applying new kinds of knowledge. We learn together.
- International**
We connect with others and extend our networks and partnerships around the world. We think across borders.
- Sustainable**
We understand and nurture our environment, and take care of our resources, including our people and finances. We work responsibly.



OUR EDUCATION

Recognised as the Scottish University of the Year in the Times and Sunday Times Good University Guide 2019, we remain true to our roots as an ancient Scottish university, combining breadth and depth in our degree programmes and drawing strength from the quality of our research. Our flexible curriculum encourages students to grow as independent learners and therefore to thrive as graduates in the diverse workplaces of the future. Our education is open to all and we are setting ambitious targets to further widen access.

OUR RESEARCH

Researchers at the University of Aberdeen have been at the forefront of innovation and excellence throughout the centuries, generating insights in medicine, science, engineering, law, social sciences, arts and humanities. This research has contributed to five Nobel prizes as well as other awards such as the Queen's Anniversary prize. Our research is intellectually rigorous working within our established areas of excellence as well as new methods of enquiry. We will continue to generate new knowledge addressing economic and societal issues with ambition and imagination, ensuring that it is globally excellent and locally relevant.

INTERNATIONAL

Aberdeen is increasing its international presence, positioning the University as a global organisation and building on established global partnerships in e.g. Qatar, China, North America, Europe. We feature in the top 50 institutions worldwide for international students¹ and have been named 31st in the world for International Outlook². The University of Aberdeen is proud to be the first UK University to deliver programmes on a dedicated campus in Qatar in partnership with AFG College. Phase 1 has successfully recruited over 600 students and Phase 2 will see the creation of a substantially larger campus, with capacity for at least 5,000 students and research activity. For further information on our Qatar campus visit www.abdn.ac.uk/qatar.

IMPACT

Our dedication to building a sustainable future is reflected in the Times Higher Education Impact Rankings 2021 where we were ranked in the top 60 Universities worldwide for positive impact on society.

In 2020 the University signed the United Nations Sustainable Development Goals accord, solidifying our commitment to developing the world in a sustainable way. In 2021 we were listed in the global Top 50 for 6 of these goals and in the UK Top 20 for all 17³.

¹ QS World University Rankings 2022

² Times Higher Education World University Rankings 2022

³ Times Higher Education Impact Rankings 2021

ABERDEEN AND ABERDEENSHIRE

Scotland's third largest city, Aberdeen sits on the coast between the mountains of Aberdeenshire and the stunning North Sea coastline. The Aberdeen City region is a can-do place that is actively investing, at scale, in its future.

Renowned as a Global Energy Hub, Aberdeen is a vibrant, entrepreneurial region, home to a unique mix of business opportunities and specialist skills across various sectors including energy, technology, life sciences and food & drink. More than 20% of Scotland's top businesses are located in this region which is taking great strides to ensure that it continues to compete on a world stage. Investments of more than £10 billion of public and private infrastructure is due to be delivered before 2030, marking an exciting time to be part of a genuine world-class location.

Built from sparkling local granite Aberdeen has earned the name of the Silver City. As the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live, work and study. Due to its global business and international energy industry credentials, Aberdeen is well served by local and national transport infrastructure with excellent rail networks that run both North and South of Scotland and the rest of the UK. It also acts as an international travel hub. Flying time to London is just over one hour with regular daily flights and serves international travel to European centres such as Amsterdam (Schiphol) and Paris (Charles de-Gaulle) as well as flights to other European destinations.

The City and the surrounding countryside provide a variety of urban, seaside and country attractions. Aberdeen has first class amenities including [His Majesty's Theatre](#), [Music Hall](#), [Art Gallery](#), [the P&J Arena](#), [Museums](#), and [Beach Leisure Centre](#). The City is framed by its accessible beach front which is within a short walk of the city centre and there are an array of activities available across the region such as hill walking; mountaineering; sailing; surfing; salmon, trout and sea fishing; golf; sailing; surfing and windsurfing. The surrounding countryside, known as Aberdeenshire, is also one of Scotland's most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

Aberdeen has ranked consistently highly in nationally recognised quality of life surveys, and was recently named the happiest city in the UK to live and work in⁴.

To find out more visit www.visitabdn.com

⁴ Shawbrook Bank Happiest Cities Index 2021



EQUALITY AND DIVERSITY

The University values a diverse working environment and recognises the benefits this can bring. The University is keen to receive applications from individuals from across all of the equality protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

The University supports opportunities for flexible working for a range of reasons and has policies in place to facilitate this. The policies can be found at <https://www.abdn.ac.uk/staffnet/working-here/flexible-working--5607.php>.

The University's commitment to gender equality has been recognised through the achievement of an Athena SWAN Bronze award at an institutional level and across all its subject areas. The University is also a Stonewall Diversity Champion to further LGBT+ equality.

The University is signed up to Advance HE's Race Equality Charter, affirming the University's commitment to the charter's aim of improving the representation, progression and success of minority ethnic staff and students within higher education.

Candidates who are British Sign Language (BSL) users can contact us directly by using [contact SCOTLAND-BSL](#).

The University is delighted to be accredited as a [Disability Confident](#) employer and strives to ensure that disabled staff and students have the opportunity to work and study in an inclusive, accessible and supportive environment.

www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277

HOW TO APPLY

Online application forms are available at www.abdn.ac.uk/jobs

The closing date for receipt of applications is **12 July 2022**

Should you wish to make an informal enquiry please contact:

Julie Timms, School Administration Manager

01224 272300

Julie.timms@abdn.ac.uk

Please do **not** send application forms or CVs to Julie Timms

Please quote reference number **NCS196A** on all correspondence

