

**THE UNIVERSITY OF MANCHESTER**  
**PARTICULARS OF APPOINTMENT**  
**FACULTY OF SCIENCE & ENGINEERING**  
**DALTON NUCLEAR INSTITUTE**  
**(EXECUTIVE ASSISTANT – JOB SHARE)**  
**VACANCY REF: SAE-031175**

**Salary:** Grade 5 £32,080 - £36,636 (pro rata)

**Hours:** 0.6 FTE 21 hours per week

**Duration:** Permanent

**Location:** Dalton Cumbrian Facility (DCF), Westlakes Science Park,  
Moor Row, Cumbria, CA24 3HA

**Responsible to:** **DCF Operations Manager**

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**Enquiries about the vacancy, shortlisting and interviews:**

Manager's Name: Rebecca Shepherd  
Email: [Rebecca.shepherd@manchester.ac.uk](mailto:Rebecca.shepherd@manchester.ac.uk)  
Tel: 01946 508854 (optional)

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Through its Dalton Nuclear Institute, The University of Manchester maintains the largest nuclear research and higher learning capability across UK academia. In West Cumbria, the heart of the UK nuclear industry, the Institute operates the Dalton Cumbrian Facility (DCF), a state-of-the-art research base for radiation science located at Westlakes Science Park.

**Overall Purpose of the Job:**

The Executive Assistant will provide effective day-to-day administrative management support to the Dalton Nuclear Institute's Cumbrian based Directors, including coordinating calendars, work tasks and overseeing agendas and projects. They will also act as point of contact for enquiries from academic and experimental staff and play an important role in liaising with Faculty and University colleagues, as well as students, visitors and external users. The post holder will also help support the management of administrative projects, procedures and systems.

The person appointed will be expected to show flexibility and adaptability in meeting the developing needs of the Dalton Nuclear Institute and the University. Also, a proactive and energetic approach is important, as is an ability to establish a good rapport with postgraduate level students, staff and visitors.

### **Key Responsibilities, Accountabilities or Duties:**

- To provide a high-quality and confidential support service and take responsibility for the day to day administration of Cumbrian based Directors, using initiative to prioritise and manage workload
- Act as first point of contact to and on behalf of the Directors and deal with communications, ensuring that all relevant stakeholders are fully informed on all matters that require their attention
- Electronic diary management for the Directors, prioritising appointments, arranging meetings involving internal colleagues and those from external organisations, often at the highest level
- Provide administrative support to the Directors for their attendance at meetings, seminars and conferences
- Plan and manage bookings for the Directors national and international travel
- Produce a wide variety of correspondence including draft reports, agendas and presentation information in advance of events and meetings under the direction of the Directors
- Draft internal and external communications on behalf of the Directors
- Ensure that briefing papers and supporting paperwork for meetings are always available and that follow up and actions from meetings are dealt with by the appropriate person
- Support the Directors with preparation of presentations
- Answer and filter incoming calls and take the appropriate action in a professional manner
- Process the Directors' Frequent Traveller Credit Card and expenses submissions in line with University procedures and timescales
- Supervision of a small team of administrative staff
- Take responsibility for co-ordinating the arrangements for high profile meetings and visits including arrangements for speakers and attendees and the circulation of papers
- Liaise and collaborate with partner universities, industrial organisations and key stakeholders as required
- Establish and maintain effective links with the University's central Professional Services teams
- Design, implement, monitor and review effective administration procedures and maintain office procedures and systems to a high standard
- Manage agendas and support meetings and committees, including managing a schedule of weekly team meetings, prompting those with actions to ensure they are completed in a timely manner
- Maintain document registers including uploading information to SharePoint as required, ensuring document control is maintained at all times
- Ensure alignment with the University's document retention schedule and information governance and data protection policies
- Liaise with training providers in organising professional development programmes and training courses
- Maintain global email lists and request permissions to IT systems e.g. shared network drives, SharePoint, monitoring permissions lists at all times
- Oversee the ordering of IT equipment, including laptops and mobile phones for staff
- Act as department purchasing card holder; ensuring financial transactions are carried out in accordance with the University's financial policies and procedures

- Maintain administrative processes ensuring that all financial transactions satisfy the University financial regulations
- Establish and maintain call off orders with contracted suppliers
- Liaise with Faculty finance and procurement departments on processes such as:
  - requesting journal transfers and the allocation of journals between schools and faculties;
  - requesting invoices to be raised;
  - dealing with invoice queries and holds;
- Carry out HR administration, including:
  - Administration of online annual leave system and staff planner spreadsheets,
  - Supporting recruitment processes for new staff,
  - Sickness absence reporting,
  - Responding to speculative applications/CVs,
  - Set up visiting and casual staff appointments,
  - Manage expenses for students and visitors, including checking accuracy of information, collating for approval and send to HR Services,
  - Maintaining confidentiality of information in line with data protection requirements and University policy.
- Support the annual process for new postgraduate cohorts, delivering administrative support as required for pre-selection, pre-arrival and post-arrival stages to help deliver a high quality experience for new students.
- Act as the lead for non-academic support activities for students based in West Cumbria, liaising with academic supervisors as required, ensuring an outstanding student experience.
- Act as the primary local point of contact for Cumbrian based students for concerns related to the facilities, locally provided services and student services delivered from Manchester.
- Carry out other duties commensurate with the grade and position, including support to other colleagues when required e.g. during times of peak workflow, holidays, sickness, etc.

## **PERSON SPECIFICATION**

### **Essential Knowledge, Skills and Experience:**

- NVQ Level 4 in Business Administration (or equivalent relevant experience).
- Demonstrable experience of a similar role, preferably within HE or a research-led organisation.
- Proven track record of the delivery of high quality performance in a relevant environment.
- Proven ability to manage a demanding and dynamic workload in a pro-active and professional manner.
- Advanced IT skills and working knowledge of Microsoft Office.
- Strong organisational skills, with the ability to work to and meet deadlines.
- Self-motivation and the ability to work effectively with minimal supervision.
- A high level of accuracy and attention to detail.
- Flexible and responsive to customer needs and able to provide information and guidance whilst maintaining confidentiality.
- Experience of working in a team environment and able to support colleagues in the delivery of objectives.
- Understanding of higher education and issues related to research, teaching and learning.

- Excellent communication skills (written and oral), demonstrating an ability to deal with a wide range of people.
- Willingness to adapt and to engage with the changing needs of the Dalton Nuclear Institute.
- Demonstrable commitment to the University's strategy, vision and values.

**Desirable Knowledge, Skills, Experience and Qualifications:**

- A degree in a relevant subject
- Experience of working with systems such as Oracle Financials, Key Travel
- Basic knowledge of the nuclear sector including major organisations and developments in nuclear science and industry.