

Post/Job Title:	Faculty Operations Administrator
Ref:	545
Location:	Talbot & Lansdowne Campuses
Faculty / Professional Service:	Faculty Operating Service
Group / Section:	Operations Support Team
Normal hours per week:	1FTE
(Some flexibility will be required in order to ensure that key time scales and deadlines are met).	
Grade:	Grade 4
Accountable to:	Faculty Operations Manager

Job Purpose

The Faculty Operating Service (FOS) plays a pivotal role in fostering collaboration across the University, maintaining compliance and governance, and delivering an exceptional student experience through continuous service improvements, efficient processes, and effective communication. As a key member of the Operations Support Team, you will support and enhance the academic environment by providing operational guidance and services to staff, students, PGRs and other stakeholders, ensuring alignment with BU's strategic objectives.

The post holder is required to work in a flexible and agile manner with academic and other professional support staff, providing a positive contribution and excellent service across the Faculties.

Main Responsibilities

1. To be responsible for raising new supplier and invoice requests and the processing and authorising of purchase orders, staff and student pay claims, guest speaker / lecturer payments, expense claims and other types of payment / expenditure, in accordance with the University's financial and procurement regulations.
2. In conjunction with the Operations Officer/s, to resolve financial queries on purchase orders, invoice payments and other financial transactions by liaising with Faculty staff, Professional Services colleagues, as well as external suppliers.
3. To support the processing of capital budget orders which may include obtaining quotes, liaising with suppliers to ensure BU terms and conditions are agreed, and working with Professional Services to ensure BU regulations are adhered to.
4. In liaison with the budget holders, monitor various Faculty budgets (such as but not exclusively Faculty, School, QR, HEIF) and provide analysis on expenditure by keeping up-to-date records and reporting back variances as required.
5. In liaison with the hiring manager, to be responsible for the preparation and monitoring of part time hourly paid (PTHP) contracts including the subsequent processing of pay claims and the resolution of any contract and pay claim queries.
6. To authorise expenditure across Faculty budgets as appropriate and in accordance with BU financial regulations. This also includes responsibility for a corporate credit card, undertaking transactions in accordance with BU financial and procurement regulations. and monthly reconciliation of expenditure.
7. To administer Faculty maintenance, service and other contracts, ensuring they are renewed as necessary and on time.

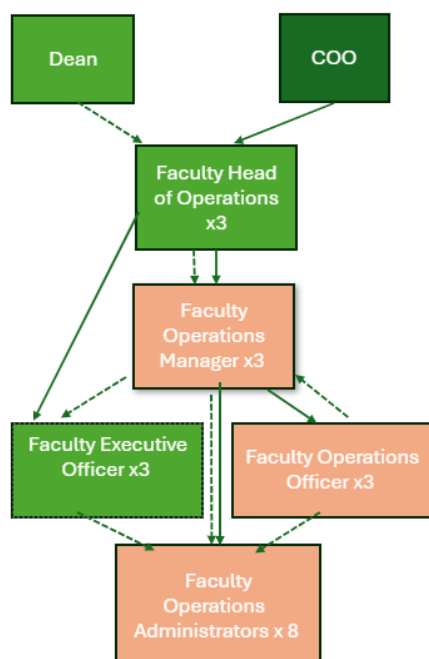
8. Ensuring the effective financial administration of allocated Postgraduate Research Student (PGR) Research & Development funds. This will include tracking, monitoring and reconciliation of development fund expenditure, in accordance with the funding guidelines and the University's financial regulations.
9. To provide proactive and professional support in the organisation of Faculty meetings, events and visits by Professional Bodies. Activities will include but not be limited to room bookings, arranging visitor access and catering requests, assisting with the provision of agendas, and progressing actions. This will also include supporting interviews, research and income generation activities and co-ordinating any Faculty events which fall outside of the support provided by the Events and Conferencing Team.
10. Support preparations for Visiting Academics and Researchers, handling documentation and induction logistics under the direction of the Operations Officer/s.
11. To be responsible for ensuring that travel authorisation and booking processes are adhered to. Support the travel arrangement process for faculty staff and liaise with the University's travel management company.
12. To assist in organising student travel and fieldwork by making accommodation and travel arrangements
13. To assist with the co-ordination of arrangements for any office moves.
14. To act in the capacity of a DSE assessor under the co-ordination of the Faculty Operations Officer/s.
15. To serve as the primary point of contact for advice and support on all Faculty operational matters for staff, students and PGRs including access, managing post, ordering stationery and room booking of specialist spaces.
16. Any other tasks or duties as required by the Faculty Operations Manager/s.

Contacts

Internal: Academic staff, students, PGR's and members of relevant professional services

External: External stakeholders, suppliers

Organisation Chart



Challenges

Balancing the various requirements and timelines as part of the wider Faculty Operating Service.

Operating in an agile and responsive manner to the introduction of new policies, working practice and sharing best practice.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

May 2025

Person Specification

Post / Job Title: Faculty Operations Administrator		Post No: 545
Faculty / Service: Faculty Operating Service		Date: May 2025
SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Educated to degree level or equivalent (Work experience will be applicable and can substitute for qualifications)		E
Proficient in the use of Microsoft 365 products, including Word, Excel, Outlook, PowerPoint, OneNote, One Drive and SharePoint		E
Demonstrable experience of using financial IT systems to process orders, make payments, track and monitor expenditure		E
Demonstrable experience of using database or bespoke management information systems to record, extract and report on information		E
Knowledge of the Higher or Further Education environment; experience of working in a public sector organisation		D
Ability to understand and oversee complex UKVI regulations		E
Experience of co-ordinating meetings and events		E
Skills		
IT competent with a willingness to learn & use new software		E
Excellent interpersonal skills with demonstrable ability to work co-operatively and effectively with staff at all levels and other BU stakeholders		E
Ability to build relationships and clearly communicate whilst understanding the requirements of different stakeholders		E
Ability to liaise with external and internal stakeholders in order to resolve issues		E
Ability to organise and implement administrative processes effectively and ensure compliance with University guidelines and regulations		E
Strong written and oral communication skills		E
Excellent numeracy skills and attention to detail		E
Attributes		
A demonstrable commitment to service excellence, continuous improvement and a flexible approach to working		E
Ability to develop and maintain professional relationships of trust and support across internal and external stakeholders		E
Ability to work on own initiative and as part of a team		E
Proven experience of problem solving		E
Ability to work under pressure and to prioritise tasks		E
Ability to review, recommend and implement changes to processes and systems		E
Willingness to undertake staff development as required		E