

Compliance & Resources Assistant – School of Medicine & Dentistry – Grade E

Job Description

Purpose

To contribute to servicing the school's quality management framework and programmes with external accreditation elements, ensuring integration of systems, processes, and infrastructure to support delivery and ensure 'good' governance across the school whilst ensuring compliance with internal policies, external accreditors and Professional, Statutory and Regulatory Bodies (PSRB). To assist with the planning and co-ordination of the resource mapping for the school via the identification and procurement of the financial, physical and staff resources required to sustain current operational activities and to support the school's development plans.

Duties

1. Contribute to servicing the school's quality management framework and programmes with external accreditation and ensuring integration of systems, processes, and infrastructure to support good delivery and governance across the school and ensure compliance with external accreditors and internal policies and Professional, Statutory and Regulatory Bodies (PSRB).
2. To support the coordination, arrangements, and servicing of meetings in relation to the School's Quality Management Framework including the preparation of agendas, minuting of meetings, distributing action sheets, maintaining up to-date records, and following up outstanding actions.
3. To assist in high-level key administrative tasks, with a specific focus on areas of resources, governance, compliance, regulation, risk management and the schools professionally accredited provision in line with both internal and external regulatory bodies.
4. To assist with School events such as accredited programme delivery and regulatory body visits and inspections.
5. To assist with the planning and co-ordination of the resource mapping for the school via the identification and procurement of the financial, physical and staff resources required to sustain current operational activities and to support the school's development plans.
6. To provide support for the procurement of goods and services across the school.

7. To support new and existing consultancy and secondment arrangements, ensuring compliance with internal procurement systems and financial regulations.
8. To assist with the administrative process of staff recruitment, new staff appointments and variations to existing staff appointments ensuring HR processes are followed.
9. To assist in meeting the expanding requirements of the school, regarding teaching and office accommodation and liaise with Estate Services where necessary.
10. To ensure that the appropriate equipment is in place for new staff or staff who move (i.e., desk, keys, office equipment).
11. To ensure the maintenance, development, and continuous improvement of administrative systems to support the activities as above.
12. To be mindful of legislation and regulations on data protection, freedom of information and intellectual property rights and safeguard standards of security and confidentiality, acting as the liaison between the school and central services.
13. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of organising, updating, and maintaining accurate computerised records and files (Application/Interview).
- Experience of servicing meetings and organising, updating, and maintaining accurate records and information in relation to this (Application/Interview).
- Experience of working within a large organisation, involving physical and / or financial resources (Application/Interview).
- A range of GCSEs, including English Language and Maths at Grade C or above, or appropriate equivalent experiential learning (Application)
- Confident in the use of the Microsoft Office suite of packages, familiar with e-mail, use of the internet and electronic filing systems (Application/Interview).
- Ability to work consistently, with attention to detail, under pressure to prioritise work and meet deadlines (Application/Interview).
- An awareness of confidentiality, GDPR and matters of IT security (Application/Interview).

- Ability to work collaboratively with all key stake holders and colleagues (Application/Interview).
- Excellent verbal and written communication skills (Application/Interview).
- Ability to work alone or as a member of a team (Application/Interview).
- Tactful with a flexible approach to work (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working in an educational environment (Application/Interview).
- Experience of working with regulatory and/or professional bodies (Application/Interview).
- Knowledge of University financial processes and regulations (Application/Interview).
- "A" level or equivalent qualifications (Application).