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**Business Administrator**

**Job Description**

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| **Area** | **:** | **Apprenticeships and Employer Engagement** |

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| **Salary** | **:** | **£24,444 *(per annum)*** |

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| **Hours of Work**  ***(Full-time/Part-time)*** | **:** | **37hrs per week** |

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| **Line Manager** | **:** | **Bids Project Manager** |

**Responsibility for** : Providing business administrator support for two Strategic

Development Fund (SDF) programmes.

**Main Purpose of Job:**

To support the College in achieving its strategic aims and objectives through the implementation, monitoring, and evaluation of successful projects.

To ensure that the provision:

* Meets the needs of learners, employers, and other stakeholders;
* Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
* Is effective, efficient and provides excellent value for money;
* Reflects the vision, mission, aims and values of the College;
* Is innovative, developmental and sector leading; *and*
* Promotes a culture of excellence and equality.

**Key Duties and Responsibilities:**

1. Support the Bids Project Manager in the management and coordination of external projects.
2. Support the development and delivery of new innovative projects and programmes.
3. Implement a robust monitoring framework to ensure the projects are monitored and managed centrally.
4. Ensure that accurate audit trails and accounting procedures are followed for all projects.
5. Produce accurate and timely reports.
6. Gather information and data to support the preparation of accurate and timely claims to funding agencies.
7. To liaise with various teams and departments across the College to obtain monthly progress updates against KPIs and outcomes.
8. Undertake other duties supporting the Bids Project Manager as required, including attending meetings with stakeholders and operational teams.

**Generic Duties and Responsibilities:**

1. Promote a culture of innovation, excellence, and equality.
2. Reflect the vision, mission, and values of the College.
3. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
4. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
5. To actively contribute to the risk management of the College.
6. To positively promote and implement the College’s strategies on equality, diversity, safeguarding.
7. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
8. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
9. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

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**Business Administrator**

**Person Specification**

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|  | **Assessment Method** | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | \*Test | | Interview / Presentation | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** | | | | | | | |
| Essential |  |  | |  |  |  |  |
| * Previous Business Administrator or higher-level administration experience | **✓** |  | | **✓** |  |  | **✓** |
| * GCSE Grade C *(4/5)* in English and Maths | **✓** |  | |  |  | **✓** |  |
| * Evidence of ongoing professional development | **✓** |  | | **✓** |  |  |  |
| Desirable |  |  | |  |  |  |  |
| * Project management qualification | **✓** |  | |  |  | **✓** |  |
| * Level 3 IT Qualification | **✓** |  | |  |  | **✓** |  |
| **Skills and Experience** |  |  | |  |  |  |  |
| Essential |  |  | |  |  |  |  |
| * Excellent verbal, written, and presentation skills | **✓** |  | | **✓** |  |  | **✓** |
| * Excellent level of digital literacy | **✓** |  | | **✓** |  | **✓** |  |
| * Good organisation, planning, multitasking and time management skills |  |  | |  |  |  |  |
| * Ability to work to tight deadlines and work under pressure | **✓** |  | | **✓** |  |  | **✓** |
| * Ability to produce comprehensive oral and written reports on all aspects of the role as required | **✓** |  | | **✓** |  |  |  |
| * Ability to analyse and interpret complex information and make decisions on the appraisal of facts | **✓** |  | | **✓** |  |  |  |
| * Understanding of the role of external agencies in funding | **✓** |  | | **✓** |  |  |  |
| * Experience in meeting audit requirements | **✓** |  | | **✓** |  |  |  |
| Desirable |  |  | |  |  |  |  |
| * Experience of working in Further Education | **✓** |  | | **✓** |  |  | **✓** |
| * Understanding of the national and local priorities of the learning and skills sector and experience of working with key stakeholders | **✓** |  | | **✓** |  |  |  |
| **Personal Attributes** | | | | | | | |
| Essential |  | |  |  |  |  |  |
| * Excellent inter-personal skills with ability to develop positive working relationships at all levels *(internally and externally to College)* |  | |  | **✓** |  |  | **✓** |
| * Emotional intelligence, self-awareness, and confidence |  | |  | **✓** |  |  | **✓** |
| * Accuracy and attention to detail | **✓** | |  | **✓** |  |  |  |
| * Excellent organisational skills, ability to prioritise and work effectively under pressure | **✓** | |  | **✓** |  |  |  |
| * Flexible approach to working | **✓** | |  | **✓** |  |  |  |
| * Ability to adapt and manage change | **✓** | |  | **✓** |  |  |  |
| * Excellent customer service skills | **✓** | |  | **✓** |  |  |  |
| * Commitment to on-going professional development | **✓** | |  | **✓** |  |  |  |
| * An understanding of the responsibilities relating to the safeguarding of young people and vulnerable adults | **✓** | |  | **✓** |  |  |  |
| **Special Factors** |  | |  |  |  |  |  |
| Essential |  | |  |  |  |  |  |
| * Full, current driving licence | **✓** | |  |  |  |  |  |
| * Car owner, with a willingness to use on College business as required *(mileage allowance payable)* | **✓** | |  |  |  |  |  |
| * Enhanced DBS check | **✓** | |  |  |  |  |  |

Updated: August 2022