

Job Description

Job Title	Veterinary School Planning Administrator
School/Service	School of Veterinary Medicine
Grade	Grade E
HERA Reference:	HERA/21080
Responsible to	Academic Lead, School of Veterinary Medicine

Job Purpose:

To provide support during the crucial planning and development stage for the new UCLan School of Veterinary Medicine, which will launch its first courses in September 2022. This role would work collaboratively and flexibly with Faculty staff and professional service colleagues to support the delivery of operational tasks within the challenging timescales leading up to the opening of the School.

The successful candidate will be a capable and flexible administrator with good time management, coordination and prioritisation skills. Experience of operationally supporting complex and fast-moving projects in a university setting is desirable, however it is not necessary for the post-holder to have previous experience in the veterinary profession. The role is provisionally a six-month fixed term vacancy.

Main Duties and Responsibilities

1. Administering the School's finance and procurement requirements (such as IT, teaching equipment, licenses)
2. HR administration, to assist in the recruitment process for the School's teaching staff
3. Administering the School's network of local Veterinary practices, a crucial task to ensure the timely delivery of the School's distributed model of teaching
4. Supporting the curriculum and assessment development process
5. Coordinating the diary of the Academic Lead and arrange meetings, prepare agendas, record minutes then distribute and track actions
6. Support the delivery of the School's marketing plan
7. Other general administration tasks, as and when required

Person Specification

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Attributes	Essential	Desirable	Measured By
Work Experience	Experience of project administration, with a proven ability to work independently as part of a large and multidisciplinary team Experience of administering budgets and recruitment processes in UCLan or an equivalent setting	A practical understanding of a clinical academic environment A practical understanding of the veterinary profession, either from experience of working in a commercial practice or in an academic environment Experience of administering, and closely communicating with, a partnership network comprising a variety of external organisations	Application Form or Interview
Education/Qualifications	University degree or equivalent relevant experience		Application Form
Skills/Abilities	High levels of planning and prioritisation skills, with the ability to organise and deliver high quality work under time-sensitive conditions A clear and professional communicator (verbally and in writing), with the ability to convey concepts and materials to others in an appropriate manner	Experience of assisting in the development of a new academic school, and / or new teaching courses.	Application Form and Interview

	Excellent interpersonal and problem-solving skills Excellent IT skills, including the willingness to gain an appropriate level of understanding of specialist medical and veterinary teaching technologies		
Other	Able to demonstrate a commitment to a culture of continuous improvement An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.		Interview