



International Administrator

Job Title:	International Administrator
Reference No:	
Reports to:	International Business Support Officer
Responsible For:	N/A
Grade:	C
Working Hours:	37
Faculty/Service:	International Office
Location:	City Campus
Main Purpose of Role:	<p>To play a key role assisting the International Office Support team in the successful delivery of a comprehensive range of administration services in order to support the University's International objectives.</p> <p>To provide comprehensive administrative support to the International Office Support team.</p>
Key Responsibilities and Accountabilities:	<p>To input financial data into spreadsheets and arrange payment of agent commission claims via Oracle financials in line with University financial regulations, ensuring deadlines are met.</p> <p>To provide a comprehensive UK and International travel service for staff travelling on behalf of the International Office, including arranging appropriate and safe modes of travel and accommodation, by consultation with the University Travel provider as well as arranging specific visas where appropriate.</p> <p>To be responsible for arranging UK and International recruitment exhibitions, ensuring all materials and publications are delivered to the venue in a timely fashion.</p> <p>To be responsible for the effective implementation of business processes relating to contractual arrangements for both Agents and Institutional Partners.</p> <p>To assist in the preparation of a wide range of reports from Access databases and University systems, including travel, partnerships, agents, finance and student data.</p>

	<p>To assist the International Office Support team with the completion of approval documentation and recording and monitoring of the University's Progression arrangements.</p> <p>To support the organisation of internal and external conferences and events.</p> <p>To be responsible for the administration regarding the procurement of and payment for a range of resources for the Service using Oracle financials.</p> <p>To be responsible for effective support of incoming International visitors to the Service, including the provision of itineraries, refreshments and booking accommodation and travel where appropriate.</p> <p>To be responsible for the co-ordination of meetings and some diary management.</p> <p>To record minutes at meetings.</p> <p>To undertake other duties, commensurate with the grade and role, as required by the International Business Support team.</p>
<p>Special Circumstances:</p>	<p>Flexibility in relation to working arrangements is essential. The post holder will be required to work additional and/or unsociable hours. Annual leave may be restricted at certain times of the year.</p>



Part 2A: Essential and Desirable Criteria

	Experience (Essential): Significant demonstrable experience of working in a busy office environment
	Experience of related administration experience.
	Experience of working within a customer focused organisation
	Experience (Desirable):
	Experience of arranging UK and overseas travel.
	Experience of diary management.
Experience of working within Higher Education.	
Qualifications (Essential):	
Educated to A level or an equivalent qualification with a minimum of grade C in Maths and English at GCSE.	
Qualifications (Desirable):	
A qualification in Business Administration.	

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage	Supporting Customers and Stakeholders <ul style="list-style-type: none">To support key customers and stakeholders both internally and externally
	Contribution to Culture <ul style="list-style-type: none">To understand and support a culture in the Service which supports University and Service priorities, including:<ul style="list-style-type: none">ResponsivenessExcellence in customer service and valuing the importance of delivering services of the highest qualityOwnership of actions;Adaptability & a 'can do' attitudeStrong communicationInnovationInclusivenessCollaboration and working across team boundaries to build & strengthen working relationshipsOffering challenge appropriately to ensure processes are considered and

	<p>robust</p> <ul style="list-style-type: none">• Flexibility of approach• Being student-centric' <ul style="list-style-type: none">• To contribute to a culture of customer focus, relationship management and a strong team ethic.• Familiarity, empathy and sensitivity to the cultural expectations of working with overseas partners.• Working to achieve common objectives; sharing values of continuous improvement, transparency, openness, fairness, integrity, trust, respect and thought for colleagues and others.
Date Completed:	