

**Job Description****OD Administrative Assistant:** HR & OD**Grade 2:** - £22,386 - £22,659 per annum**Open-Ended/Permanent** - Full Time**Contracted Hours per Week:** 35**Working Arrangements:** We operate hybrid working and are on site two days per week and remainder from home.**Disclosure and Barring Service Requirement:** Not Applicable**The University**

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. Whether you are at the very start, middle or end of your career, there is a role for you. We believe everyone has their own unique skills to offer.

We would be thrilled if you would consider joining our thriving University. Further information about the University can be found [here](#).

**The Role and the Department**

People are the most important asset of Durham University, and our Human Resources & Organisation Development (HROD) Department is pivotal in ensuring that we attract, recruit, develop, reward and retain the very best talent from across the world into our University community. Building on our bold and ambitious University Strategy, a key role of HROD is to secure the University's strategic aim, 'to be a world leading employer' by ensuring that our staff can reach their full potential. HROD plays a lead role in creating a working environment for our staff (and potential staff) which is supportive, stimulating and informative which provides for creative and innovative employment practices and opportunities. Our aim is to make sure that Durham University is a great place to work.

This role is based in the Organisation Development (OD) team who are responsible for ensuring that leaders, teams, and individuals are provided with the opportunities and resources to enhance their effectiveness and efficiency.

The purposes of the role are to provide effective, efficient and timely administrative support to the OD team; helping to ensure that the right people are in the right place and the right time; providing the first point of contact for enquiries about development, learning and organisation development and triaging the enquiry to the appropriate person. The over-riding purpose is to provide focussed administrative support to enable the team to function at its highest level.

**Working at Durham**

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University: you will also receive access to the following fantastic benefits:

- 27 Days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 39 days per year. The University closes between Christmas and New Year.
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- Lots of support for health and wellbeing including discounted membership for our state-of-the-art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- On site nursery is available and access to holiday camps for children aged 5-16 throughout the year.

- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- The opportunity to take part in staff volunteering activities to make a difference in the local community.
- Discounts are available via our benefits portal including; money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- We offer generous pension schemes.

### **Durham University is committed to equality, diversity and inclusion.**

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work.

As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our values and our Staff Code of Conduct. At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role.

### **Person Specification**

#### **What you need to demonstrate when you apply**

To be considered for this role, here are the skills/experience we're looking for:

#### **Qualifications/Experience**

1. Good spoken and written communication skills.
2. Five GCSE's at least Grade C or level four (or equivalent) including English Language and Mathematics or equivalent experience.
3. Experience of working in a team.
4. Experience of managing time to meet deadlines.
5. Experience of working in a customer focussed service.

#### **Skills/Abilities/Knowledge**

6. Good spoken and written communication skills.
7. Basic digital skills including the ability to use some Microsoft 365 applications.
8. Ability to follow instructions, spoken or written, accurately.

#### **How to apply**

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. Where there are desirable criteria we would also urge you to provide any relevant evidence. Please don't forget to check if there is any weighted criteria (see above).

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

### **Submitting your application**

We prefer to receive applications online. We will update you about your application at various points during the process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to ensure you receive all emails.

What you are required to submit:

1. A CV
2. Optional - A covering letter which shows examples of how you meet all of the criteria within the Person Specification

### **Contact Details**

If you would like to have a chat or ask any questions about the role, Lisa Newcomb would be happy to speak to you. [lisa.j.newcomb@durham.ac.uk](mailto:lisa.j.newcomb@durham.ac.uk)

### **Typical Role Requirements**

Here are the kind of activities that you'll be asked to undertake and ways in which you'll be expected to operate.

#### **Service Delivery**

- Provide an excellent service to our stakeholders, your colleagues and anyone else you come across as part of your role by carrying out your tasks using the relevant procedures (which we will provide training for).
- Be aware of any hazards and risks and report any incidents.
- Log and record routine information and data for use by others.
- Pass on information for use by others.
- Use standard office-based devices and applications including Microsoft 365 applications such as Teams, Word and Excel to deliver services.

#### **Teamwork**

- Help and cooperate with the rest of your team.
- Help your colleagues when required with other key activities undertaken within your service.
- Help colleagues organise office equipment and resources such as stationery.
- Learn new skills and practices from more experienced colleagues.
- Bring any problems to the attention of more senior colleagues.

#### **Communication**

- Show a commitment to equality, diversity and inclusion and the University's values.
- Respond to routine requests for information.
- Use digital devices and apps (such as email) to communicate with stakeholders, your colleagues and anyone else you come across as part of your role.
- Any other reasonable duties.

Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant [University Privacy Statement Privacy Notices - Durham University](#) which provides information on the collation, storing and use of data.

When appointing to this role the University must ensure that it meets any applicable immigration requirements, including salary thresholds which are applicable to some visas.