



The  
University  
Of  
Sheffield.

About  
The  
Job.

## Faculty of Social Sciences

### The Sheffield Political Economy Research Institute (SPERI)

#### Events and Communications Administrator

##### Overview

The Faculty of Social Sciences is a large and diverse grouping of thirteen departments, including 'classical' social science departments, but also several other major subject areas, some of which are distinctive to Sheffield. This rich and exciting disciplinary mix, encompassing both world-leading academic research and education and also a strong practitioner focus in particular areas, uniquely positions the Faculty among Sheffield's peer institutions.

We are renowned for our high quality research, with some of the UK's leading researchers across the full range of discipline areas. In RAE2008, over 60% of the Faculty's research activity was graded as world leading or internationally excellent, with the majority of the Faculty's submissions ranked in the top 10 in the UK, of which five were in the top 5.

The Sheffield Political Economy Research Institute (SPERI) is an interdisciplinary research centre which aims to bring together leading international researchers in the social sciences, policy-makers, journalists and opinion formers to reassess and develop substantive proposals to respond to the political and economic challenges posed by the global financial crisis and its legacy. At the heart of such challenges is the problem of growth, where it will come from, how it will be sustained and how it might be made both environmentally and institutionally sustainable.

The Institute now requires an experienced Events and Communications Administrator with excellent interpersonal skills to lead SPERI's work in these areas and, in so doing, to build networks and good working relationships with a diverse range of academic and non-academic colleagues and stakeholders. The role will also require: effective day to day budget management; the ability to interpret, analyse and collate information and material for inclusion in reports, presentations and news posts on the SPERI web pages; and the execution of personal assistant functions for the Institute's Co-Directors.

#### Job Description

##### Main Duties and Responsibilities

- Organisation and support of large-scale meetings, prestigious events and conferences to ensure these events are administered effectively and efficiently (taking into account cost and time-scales and negotiating with relevant service providers).

- Diary and event management for the Institute, its Directors and other staff, ensuring appropriate travel and catering arrangements are in place (including making arrangements for Institute visitors as required).
- Responsibility for maintaining and updating the SPERI web pages, including news posts, SPERI Papers and SPERI Comment.
- Active promotion of SPERI within a variety of social media outlets, notably including Facebook, Twitter and YouTube.
- Responsible for budget management and the introduction and maintenance of monitoring and reporting tools.
- Analysis of information and collation of material for inclusion in reports and presentations based on a general brief.
- Planning for specific aspects of the Institute's programme of work, including planning in advance in order to meet application and other deadlines.
- Ability to review continually and prioritise competing demands to ensure a high level of service is provided at all times.
- Work to energise interest in SPERI within the Faculty of Social Sciences, the wider University and beyond by working to build relationships with stakeholders, including politicians and journalists.
- Personal assistant (PA) duties in relation to the Co-Directors of SPERI.
- Any other duties commensurate with the grade of the post.

## Person Specification

Applicants should demonstrate evidence of the following criteria in their applications. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your on-line application, seeking references, inviting short-listed candidates to interview and other forms of assessment action relevant to the post.

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications and experience</b>		
1.	Have a good honours degree, preferably within a relevant social science discipline (or equivalent experience).	X	
2.	Experience of providing high quality administrative support within a complex organisation.	X	
3.	Experience of using social media, e.g. Twitter, Microblogging and Weblogs.	X	
4.	Excellent IT skills including knowledge of Word, Excel and PowerPoint software packages.	X	
5.	Experience of using electronic diary management systems, email and internet systems.	X	
6.	Experience of using Indesign.		X
7.	Awareness of the wider issues within Higher Education.		X
	<b>Communication skills</b>		
8.	Excellent communication skills, both written and verbal.	X	
9.	Excellent customer service skills, with experience of dealing with colleagues at all levels, responding efficiently and effectively to verbal and written communication.	X	
10.	Experience of developing and maintaining a network of contacts throughout own work area.		X
	<b>Team working</b>		

11.	Experience of working flexibly within and across teams.	X	
	<b>Project Management</b>		
12.	Ability to manage budget information on a day to day basis.	X	
13.	Ability to manage research projects and monitor delivery of outputs.	X	
14.	Ability to maintain and provide content for the SPERI web pages.	X	
	<b>Supporting staff performance</b>		
15.	Ability to supervise the work of others.		X
16.	Ability to motivate high performance in others.		X
	<b>Problem solving and decision making</b>		
17.	Ability to work efficiently within a busy environment and prioritise workload to resolve conflicting demands without constant supervision.	X	
18.	Experience of managing complex projects within a Higher Education setting or in a similar environment.	X	
19.	Ability to develop creative approaches to problem solving.	X	
20.	Ability to solve problems and make decisions with an appreciation of longer-term implications.	X	
	<b>Personal effectiveness</b>		
21.	Ability to effectively manage a varied and high volume workload.	X	
22.	Ability to prioritise own workload, to meet agreed deadlines and progress activities using initiative and judgement.	X	
23.	High degree of organisational skills, accuracy and attention to detail.	X	
24.	Capacity for successful innovation and ability to lead its delivery	X	
25.	Ability to act with discretion, sensitivity and diplomacy.	X	
26.	Experience of adapting own skills to new circumstances.		X

## Further Information

### **This is a full-time post.**

This role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University. Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post. See [www.sheffield.ac.uk/hr/wellbeing/info/wlb.html](http://www.sheffield.ac.uk/hr/wellbeing/info/wlb.html) for more information.

**This post is fixed term** with an immediate start date and an end date of 31 July 2018.

**Terms and conditions of employment:** Will be those for Grade 6 staff.

**Salary for this grade:** £24,289 - £28,132 per annum. Potential to progress to £30,728 per annum.

More details on salaries, terms and conditions and our wide range of benefits for staff are available at [www.sheffield.ac.uk/jobs/salaries.html](http://www.sheffield.ac.uk/jobs/salaries.html)

**Closing date:** 20 February 2014.

## Informal enquiries:

For informal enquiries about this job and the Institute please contact: Professor Tony Payne  
[A.J.Payne@sheffield.ac.uk](mailto:A.J.Payne@sheffield.ac.uk)

For all on-line application system queries and support, contact: [e-Recruitment@sheffield.ac.uk](mailto:e-Recruitment@sheffield.ac.uk)

## Selection Action – next steps

Following the closing date, you will be informed by email whether or not you have been shortlisted to be invited to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

It is anticipated that interviews and other selection action will be held week commencing 3 March 2014. Full details will be provided to invited candidates.

## The University of Sheffield is committed to achieving excellence through inclusion

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[www.sheffield.ac.uk/hr/equality/support/twoticks/](http://www.sheffield.ac.uk/hr/equality/support/twoticks/)

