



**Southampton University
Students' Union**

University of Southampton Students' Union
University Road
Highfield
Southampton
SO17 1BJ

Tel: 023 8059 5200

JMT/Q

6 July 2006

Dear Applicant

Admin. Assistant (Student Representative/Personnel)

Thank you for your enquiry regarding the above post. The following items enclosed should help you to decide whether to apply and also act as a source of reference to the person eventually appointed.

- Further particulars of the post
- Information about the Students' Union
- Application form
- Equal Opportunities Monitoring form
- Equal Opportunities Statement

The information contained within covers much of the requirements of the post but in an organisation as diverse as the Students' Union a wide variety of duties need to be performed so there may necessarily be some omissions. It is hoped, however, that the information provided will have the effect of encouraging applications.

The Students' Union is a friendly and rewarding place in which to work with many members of staff having completed ten and even twenty years of continuing service.

The closing date for applications is Wednesday 12th July 2006. I look forward to receiving your application should you decide to apply.

Yours faithfully

Joanna Thurlow

Joanna Thurlow
Personnel Manager

Appointment of Admin Assistant - Student Representatives/Personnel

Applications are invited for the **part-time** post of **Admin Assistant - Student Representatives/Personnel (25 hours per week)**. There are two elements to this role and the successful applicant will work approximately 60% of their time in the Membership Services Department on behalf of student representatives and 40% in the Personnel/Administration Department. Membership Services is a major Union department whose principal aim is to encourage the increased involvement of students in Students' Union activities while providing opportunities for students to acquire and develop skills through this involvement.

The main purpose of the post is to provide administrative support in the areas of student representation (as directed by the Membership Services Manager) and personnel (as directed by the Personnel/Administration Manager).

Principal Duties of the Post

Admin Assistant - Student Representatives

Course Representatives

1. To assist with the publicity for recruiting course representatives.
2. To assist with the administration of course representative training.
3. To maintain and update as directed the support material for course representatives both on paper and electronically.
4. To maintain and update the course representative database.
5. To make and maintain a good working relationship with the various University departments with a view to ensuring course representative records are accurate and up to date at all times.
6. To ensure course representatives are updated with all materials they need to carry out their role.
7. To assist with the administration of handover material for incoming course representatives.

University Committee Student Representatives.

8. To assist with administration of the publicity of University Committee reps (elected at Union Council).
9. To assist with the administration of handover material for incoming University Committee student representatives.

10. To maintain and update as directed the support material for University committee representatives both on paper and electronically.
11. To ensure the Membership Services Manager is kept up to date on issues under discussion on University committees.

Students' Union Committee Representatives

1. To ensure all relevant Union departments are updated on the correct contact details of all newly elected Union committee representatives.
2. To assist the relevant student officers of RAG and Nightline with the circulation and production of minutes of student committee meetings.
3. To provide newly elected representatives with information relevant to their new committee including Terms of Reference for that committee, a list of members and a guide to their role on that committee.

General

12. To provide general administrative assistance for the area of student representation including preparing documents both on paper and electronically, answering telephone queries and filing
13. To set up and maintain an e-mail system to remind student representatives for their feedback reports ready for dissemination
14. To process and distribute as relevant feedback sheets from all student representatives

Admin Assistant - Personnel Admin. Assistant

1. To maintain personnel records (training, sickness and holiday, personal details etc) both in paper and electronic files.
2. To liaise with Union departments regarding holidays, sickness etc.
3. To assist with the recruitment process: liaising with newspapers regarding placing adverts, sending out application packs (both paper and electronic), arranging interviews and replying to unsuccessful applicants.
4. To provide a typing service including recruitment paperwork, reports, forms, correspondence and other documents including Health and Safety documents.
5. To maintain records within the Personnel software system (once this is purchased), ensuring that details are kept up to date; where possible also to assist Health and Safety Administrator in updating the Staff Training database.
6. To maintain an efficient filing system.
7. To photocopy and distribute documents as required.

8. To arrange meetings including booking rooms, organising refreshments etc as required.
9. To make arrangements for in-house training courses including Health and Safety courses (room bookings, material, equipment, refreshments) and liaise with external providers under the guidance of the Personnel/ Administration Manager.
10. Any other ad hoc duties that reasonably fall within the purview of the post

Person Specification

The person appointed will probably:

1. Possess a sound administrative background with at least two years' experience in an administrative role. Experience of personnel administrative work would be an advantage although this is not essential.
2. Be computer literate, ideally with a working knowledge of Microsoft Office and the use of e-mail. In addition, experience of the Excel spreadsheet package and database usage would be an advantage. It is not, however, essential to have experience of specific software packages as training will be given if necessary.
3. Enjoy the prospect of working closely with students in a 'youth environment'. They will possess a non-judgemental attitude with an understanding of equal opportunities issues as full integration into the culture of the Membership Services Department is essential.
4. Possess excellent interpersonal skills, accustomed to dealing with a variety of people both on the telephone and in person.
5. Possess good verbal and written communication skills - a professional telephone manner and good standard of written English (grammar and spelling) are essential.
6. Enjoy working as a member of a small team with the ability to work on their own initiative.
7. Have excellent organisational skills with the ability to prioritise their own workload, while remaining flexible enough to react to changing circumstances and requests.

Conditions which will govern the Appointment

- (1) The salary will be negotiable on level 2a of the University's single pay spine currently £7.1282 - £8.2498 per hour (subject to the outstanding cost of living award effective 1st August 2006). Salary will be dependent, however, upon qualifications and experience.**

Salary is paid monthly in arrears in twelve equal instalments normally on the last Friday of each month by BACS transfer to a bank account. (Incremental progression through the grade would normally be automatic, on each August 1st, after a minimum of six months service).

- (2) The normal hours of work are (25 hours per week) spread evenly Monday – Friday to be agreed with the Membership Services Manager.**

If additional hours are worked at the request of the Membership Services Manager, payment will be made at basic rate up to 35 hours per week as the full-time base week is 35 hours; after 35 hours, payment will be made at a rate of time and a half or time off may be taken in lieu.

- (3) There will be a probationary period of four months.**
- (4) Annual leave entitlement is 20 days (rising to 21, 22, 23 and 24 days after one, two, three and four years completed service). There are also six University closure days. Annual leave will be taken with the prior agreement of the Membership Services Manager.**
- (5) The person appointed will be eligible to join the University's Superannuation Scheme (PASNAS) to which staff currently contribute 5% of pensionable salary. The Union's current contribution is 12.8%. The person appointed may elect not to join the scheme if he/she so wishes. The person appointed will be eligible to join the University Staff Club.**
- (6) The person appointed will be required to live in or near Southampton.**
- (7) The appointment will terminate on the 30th September immediately following the post holder's sixty-fifth birthday. In other circumstances the appointment may be terminated by either side giving four weeks' notice in writing after the initial eight weeks' service.**
- (h) The person appointed may join any trades union of his/her choice, noting that UNISON represents staff employed in clerical roles.**
- (i) The person appointed will be subject to the sick leave regulations applicable to members of non-academic staff. There will be no payments made during periods of sickness (other than Statutory Sick Pay where applicable) in the first three months following appointment.**

- (j) The person appointed will be subject to the relevant Statutes, Ordinances, Regulations and Standing Orders of the Council of the University for the time being in force and to the Constitution, Laws and By-Laws of the Students' Union for the time being in force.
- (k) The person appointed will report, and be responsible to the Membership Services Manager for the conduct of his/her duties and will work for and on behalf of the student members.
- (l) It is hoped the successful candidate will be in post early in August.

* * * * *

Enclosed with these details is a further information sheet which briefly provides information about the status of the Students' Union with various details about it and the relationship that exists between elected student officers and members of staff. Also enclosed are an organisation chart, equal opportunities particulars and an application form.

The application form should be completed in as much detail as possible. Please provide the names and addresses of **two** business referees to whom enquiries may be addressed. These should include your current/most recent employer and please indicate whether you would prefer that contact is not made at this stage.

Applications should be sent to Mrs Joanna Thurlow, Personnel Manager, University of Southampton Students' Union, Highfield, Southampton SO17 1BJ - envelopes marked **confidential** - to arrive no later than 12th July 2006.

Confidential

UNIVERSITY OF SOUTHAMPTON STUDENTS' UNION

Application for post of:

This form should be completed in **black ink**. Use additional sheets if necessary.

1. Personal Details

Surname: Mr./Mrs./Miss/Ms: _____

First Names: _____

Address: _____

Date of birth: _____

Telephone numbers - day: _____ evening: _____

2. Education/Training - start with most recent

Secondary School/ College/University	From	To	Qualifications gained and grades

3. Present and Previous Employment - start with most recent employment

Employer	Job title and brief description of duties/responsibilities	From	To

4. Information in support of your application (Continue on a separate sheet if necessary)

Please describe your reasons for applying for this post and explain how your experience, skills and training (including voluntary experience) are relevant to the post in question. Please provide any additional information that you feel is relevant to your application.

5. Outside interests, hobbies etc.

6. Health

Do you have any ongoing illness or medical condition which may affect the performance of your duties in the post. If so, please give details below:

7. **Referees** (who must not be relations and one of whom should be your present/last employer).

Name:	Name:
Position held:	Position held:
Organisation:	Organisation:
Address:	Address:
.....
.....
.....
Tel. no.	Tel. no.

References will only be taken up for applicants selected for interview. May we contact your present employer at that time? YES/NO

8. **When would you be unavailable for interview?**

9. **If appointed, how soon would you be able to commence?**

I declare that the information given in this application is accurate and complete to the best of my knowledge.

I agree that the information given on this form may be used for registered purposes under the Data Protection Act 1998.

Signature _____ **Date**

Unless otherwise specified your application form should be returned to:

Mrs J Thurlow,
Personnel Manager,
University of Southampton Students' Union,
Highfield,
Southampton,
SO17 1BJ



Equal Opportunities Staffing Policy

Position applied for:

To monitor the Union's policy it is necessary to collect information from applicants and existing employees on the key characteristics which relate to equal opportunities in employment. The information collected will form a confidential record. It will be used only to monitor the operation of the Equal Opportunities Staffing Policy which aims to ensure that no direct or indirect discrimination occurs on the grounds of sex, colour, race or disability.

Please tick as appropriate:

1. I am: female male

2. **Ethnic Origin** (Please read the list below and tick the appropriate box that you feel most nearly describes your ethnic origin).

I am Asian: Bangladeshi
 Chinese
 Indian
 Pakistan
 Other Asian (Please state)

I am Black: African
 Caribbean
 Other

I am White

Any other ethnic group (Please state).....

3. I have a disability Yes No (If 'Yes', please describe briefly)
.....
.....

I am registered disabled Yes No

4. Where did you learn about this vacancy?

Thank you for providing this information, which on receipt will be detached from your application and will be used only to monitor the operation of the Union's Equal Opportunities Policy in respect of sex, colour, race or disability.



Southampton University
Students' Union

Equal Opportunities Staffing Statement

“The University of Southampton Students’ Union confirms its commitment to a comprehensive policy of equal opportunities in employment in which individuals are selected and treated on the basis of their relevant merits and abilities. The aim of the policy is to ensure that no job applicant or employee should receive less favourable treatment on any grounds which are not relevant to good employment practice. The Union is committed to a programme of action to make the policy as fully effective as possible. Members of staff will be expected to work within the spirit and letter of the Union’s Equal Opportunities Staffing Policy”.

Southampton University Students' Union

University of Southampton

Founded in 1862, the University has its roots in the Hartley Institute, an education institution set up by a local philanthropist. The University of Southampton was granted its Royal Charter in 1952 and in 2002 celebrated its Golden Jubilee. Today, some 20,000 students study at the University, 17,000 undergraduates and 3,000 postgraduates. Nearly 2,000 students come from outside the UK, representing more than one hundred different countries.

The University's main Highfield campus is situated about two miles from Southampton city centre and is a compact mix of older and more modern style buildings, grouped around an attractively landscaped valley. The main library, Students' Union buildings, sports facilities, shops and banks, a theatre and concert hall, are all situated on the Highfield campus. The nearby Avenue Campus houses the Arts Faculty, while the School of Ocean and Earth Science is based at the Southampton Oceanography Centre. Art and Design are taught in Winchester and the Winchester School of Art. University of Southampton New College, at a campus located close to the city centre, is dedicated to teaching and learning through programmes and modes of study appropriate to the needs of students with diverse cultural and social backgrounds.

Students' Union

Structure

All students of the University of Southampton are members of the Students' Union, entitled to use its facilities and to become involved in its governance. The Students' Union is a student led organisation, directed by elected student officers with support from permanent staff. Five full-time elected officers make up the sabbatical team, who hold office for a year at a time. Other elected positions are part-time and students undertake these roles in addition to their studies.

Permanent staff are responsible for the day to day management and activities of the Students' Union. There are around 150 members of staff in total, with 6 senior managers and 12 heads of department running a wide range of commercial and non-commercial areas (see attached chart for details).

While part of the University, the Students' Union is an autonomous organisation, with its own constitution, governance, finances and staff structures. The objectives of the Students' Union are to:

- Promote the general interests of students
- Provide and further welfare, social, cultural, recreational and athletic facilities for students
- Foster amicable relations with the University and externally
- Provide a channel of communication between students and the rest of the University

Services

The Students' Union provides a range of services to its members. The **Commercial Services** are:

- **Nightclub and bars**
A new nightclub venue and bars were completed in November 2002
- **Cinema**
Union Films has been voted best student film society for several years
- **SUSU Café**
Also redeveloped as part of the Union building refurbishment
- **Shop**
Stationery, groceries, toiletries, cards, magazines and much more
- **Travel Centre**
The best prices available for national and international travel

The Union underwent a massive refurbishment, completed in November 2002, which greatly enhanced the entertainment venues and catering services and the student experience.

The non-commercial activities are known as **Membership Services** and consist of:

- **Student Activities**
Athletic Union: around 100 competitive and recreational sports clubs
Clubs and Societies: around 100 social, cultural, political, performing, religious and departmental societies
- **Student Advice and Information Centre**
Confidential advice and information on money, housing, immigration, legal and academic issues
- **Student Community Action**
200+ students volunteering in the community, supporting health, social, educational and environmental projects
- **Student Media**
Student run newspaper, radio station, web site and films unit.
- **Rag**
Raising money for local and national charities
- **Nightline**
Telephone and drop-in peer support service
- **Equal Opportunities**
Representing the interests of all students in the University and externally

The Membership Services Department is also responsible for supporting student course representatives and providing training for student officers and volunteers.

All of these activities are supported by the financial, administrative, building and marketing departments of the Students' Union.

April 2003

