Message from the President and Principal

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew’s Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal
Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical**, acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

**Staff benefits**

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices
- On-site day nursery
Job description

<table>
<thead>
<tr>
<th>Job details</th>
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<tbody>
<tr>
<td><strong>Job title</strong></td>
<td>Global Opportunities Administrative Assistant</td>
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<tr>
<td><strong>School/Dept/Institute Centre/Faculty</strong></td>
<td>Global Engagement Office</td>
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<tr>
<td><strong>Reports to</strong></td>
<td>Head of Summer School</td>
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<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 2 – £26,494 per annum</td>
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<tr>
<td><strong>Hours per week</strong></td>
<td>35</td>
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<tr>
<td><strong>Appointment period</strong></td>
<td>Fixed Term, 12 Months</td>
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<tr>
<td><strong>Current location</strong></td>
<td>Mile End/Whitechapel</td>
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<tr>
<td><strong>Work activity type</strong></td>
<td>Admin/Operational/International Activities</td>
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Job context

The Global Opportunities Administrative Assistant will sit within the Global Opportunities team, part of the Global Engagement Office. Global Opportunities (GO) exists to promote and manage incoming and outgoing mobility programmes, which allow Queen Mary students to study, work and travel overseas. These programmes include European & International Exchanges, the Queen Mary Summer School and the fee-paying Study Abroad Programme (incoming only). The team also manages short term and summer programmes for Queen Mary students seeking opportunities abroad.

Study abroad and exchange programmes are an essential component of Queen Mary’s Global Engagement Strategy and the institution is committed to providing all students with opportunities for multidisciplinary and international experience.

This post will predominately support the administration of the Queen Mary Summer School by contributing to its general administration, prospective student enquiries, student communications and admissions, reporting, enrolment and related procedures, also acting as the first point of contact for summer school students requiring help and support.

The Global Opportunities Administrative Assistant will also aid the day-to-day administration of the GO team, providing administrative support to its programme managers and assisting current and prospective students.
Job purpose
The Global Opportunities Administrative Assistant will provide administrative support to the Head of Summer School to assist in the efficient running of the Summer School in its fourth year, along with general administrative support to the wider Global Opportunities team, assisting with other programmes. This position is ideal for a recent graduate with the opportunity to work in the international education and student mobility areas within higher education.

Main duties and responsibilities

- Work with colleagues and students to help administer summer school programmes, ensuring student satisfaction
- Act as the first point of contact for Summer School enquirers and their influencers through managing the Summer School inbox. Enquiries come from Queen Mary students and staff as well as from prospective overseas students and partner universities
- Provide administrative support to the Head of Summer School throughout the student lifecycle, e.g. through admissions, offer and enrolment to collating student feedback and evaluation forms, creating certificates of attendance and uploading results post exam boards on the student information system SITS (Strategic Information Technology Systems) and MySis (Queen Mary’s student records system)
- Administer student files, keep spreadsheets and databases up to date, following existing procedures
- Establish and maintain good working relationships with Queen Mary Schools and colleagues in central Directorates, including Student and Academic Services
- Contribute to the development and participate in the delivery of an exciting social programme for incoming Summer School students (including the sourcing, procurement and preparation of delegate packs)
- Handle all room bookings and hospitality requirements for both Summer School sessions and other meetings/visits as they come up
- Help update social media platforms (Facebook, Twitter, and Instagram); develop engaging content and stories that will display the spirit of the Queen Mary Summer School to attract prospective and engage current students
- Maintain the Summer School website and create QMplus (Queen Mary’s Virtual Learning Environment) pages using the relevant Content Management System and ensuring they are up to date at all times
- Help update Summer School marketing and promotional materials (e.g. handbooks, brochures etc.)
- Undertake research projects as directed by the Head of Summer School and writing up reports of findings (e.g. web based research of competitor activity)
• Provide front of house cover during the two Summer School sessions
• Develop good working relationships with partner universities and other appropriate organisations to ensure that they receive appropriate information about Queen Mary’s programmes, in the context of our policies and procedures relating to Summer School, Study Abroad and Exchange Programmes
• Act as an ambassador for the University’s mobility programmes (both internal and possibly external), championing them across the institution
• Collaborate with GO colleagues to think of fresh content to advertise mobility opportunities for outgoing Queen Mary students
• Assist in coordinating overseas summer schools and short-term programmes offered to Queen Mary students in summer 2024
• Assist in the organisation and planning for pre-departure information sessions for outgoing summer and short-term programme students
• Support the planning of events, promoting mobility opportunities (e. g. Open Days)
• Act as one of the main points of contact for prospective students, applicants and their influencers, working in the Global Opportunities student facing office with staffing managed on a rota system
• Help with other duties within the team (e. g. to support student administration; managing student files, databases and statistics, updating web content, undertake research projects etc.)
• Support GO colleagues working with the Student Exchange Programmes, e. g. ensuring students submit relevant mobility documentation in a timely manner.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.
Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Example: Minimum of 5 GCSEs (or equivalent) at Grade A-C including in English and Mathematics</td>
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<td>Example: Educated to degree level in a relevant field or equivalent experience</td>
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<tr>
<th>Experience/Knowledge</th>
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<th>Desirable</th>
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<tr>
<td>Relevant experience of working in a University environment</td>
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<td>Abroad experience during degree programme, either as part of degree (e.g. study or work abroad) or over the summer (e.g. summer school) or equivalent</td>
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<td>Experience in using social media</td>
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<td>Excellent oral and written communication skills.</td>
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<td>Ability to work unsupervised and on own initiative</td>
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<td>Experience of developing and delivering initiatives to enhance student experience</td>
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<td>Enthusiastic, friendly, and pleasant manner with the ability to approach individuals and small groups</td>
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<th>Skills/Abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Experience with, and a creative approach to, problem solving and responding flexibly to planning and change within general policies, procedures/guidelines</td>
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<tr>
<td>Ability to detect problems and devise appropriate solutions and procedures both independently and in collaboration with other stakeholders</td>
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<tr>
<td>Ability to understand complex issues and problems and deliver practical solutions</td>
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<tr>
<td>Excellent IT skills with a good knowledge of Microsoft Office software (including Outlook, Word, Excel, PowerPoint)</td>
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<th>Other</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>High-level interpersonal skills and ability to work creatively with diverse teams and to communicate effectively using a range of media and in person</td>
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An understanding of, and a commitment to, equality of opportunity, and the ability to deal with diversity sensitively and fairly and to work with tact and confidentiality when dealing with sensitive/confidential issues

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<th>Ability to organise and prioritise workload and work on own initiative to multi-task and prioritise a significant number of varying demands</th>
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<tr>
<td>Willingness to be flexible on hours of work in key periods of activity</td>
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* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be ask to bring their passport or another acceptable form of evidence to verify their right to work.

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered highly skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas
Equal Opportunities

Queen Mary University of London is a Russell Group University with a difference. Our vision is to be recognised across the world as the most inclusive research-intensive University. We will strive to achieve that goal.

To all the communities at Queen Mary, inclusivity is key to who we are and to achieving all our ambitions. We are a multi-faculty institution teaching undergraduates and postgraduates across all the major disciplines. We offer more than 280 undergraduate courses. We have world-leading research across disciplines and were ranked 5th in the UK in the last Research Excellence Framework (REF) for the quality of our research outputs, and continually challenge ourselves to ensure we have an environment where everyone feels included and can flourish.

We are very proud of our teaching and learning and were awarded a ‘silver’ in the Teaching Excellence Framework (TEF) (2016-17). We are also deeply embedded in the local community and were the first UK University to be awarded an Engage Watermark Gold award for public engagement by the National Coordinating Centre for Public Engagement.

Unlike many other Russell Group universities, we attract a very diverse student population. Of our 25,000+ students, over 30 per cent are from non-EU overseas countries, and 9 per cent are from the EU. Our international students are drawn from over 160 countries. 90 per cent of our home students are from state schools, 59 per cent are Black Asian Minority Ethnic (BAME), 42 per cent are the first in their families to go into higher education and over 30 per cent are from households where the household income, as assessed by Student Finance England, is less than £15,000.

We attract a lot of local students, owing to our strong relationships with schools in the surrounding boroughs, coupled with a strong reputation for inclusivity. 37 per cent of our students commute to our campuses daily. Our staff body is also diverse and is drawn from over 162 countries.

Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

To be truly inclusive requires sustained, proactive, hard work, and we know there are areas where we have work to do. Our core objectives are focused on reducing the BAME attainment gap and increasing the proportion of female and BAME staff at the higher grades, both for academics and for Professional Services. We are looking to see how we can ‘hard-wire’ inclusivity throughout all our policies and practices: we do not see this work as belonging to one team or unit, but rather as being embedded in all that we do.

Being inclusive makes us better at everything we do, it improves our daily lives and the delivery and impact of our work.

EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI) and champions a number of EDI initiatives across the University. Queen Mary holds a Silver Institutional Athena SWAN award for advancing gender equality, and is also a Stonewall Diversity Champion and commits to advancing LGBTQ+ inclusion by submitting to the Stonewall Workplace Equality Index. We also offer a number of development programmes including Springboard, Aurora and B-MEntor. We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer ‘Introducing Inclusion’ training for staff to give them an understanding of EDI related issues and provide them with the toolsneded to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.
Flexible working:
Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies:
Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.
Further Information

Details about the school can be found at:

https://www.qmul.ac.uk/international/global-opportunities/

Informal enquiries should be made to:

Name: Ceri Bevan
Tel: 020 7882 6517
Email: c.bevan@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place.