JOB DESCRIPTION

<table>
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<tr>
<th>Job Title:</th>
<th>Administrative Assistant</th>
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<tr>
<td>Department / Unit:</td>
<td>Library Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL 4</td>
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<td>Accountable to:</td>
<td>Administration Manager</td>
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### Key Tasks

1. Working as a member of the team under the leadership of the Administration Manager to ensure the Financial, Human Resources and Facilities Maintenance administrative needs of the Library are met.

2. To participate in the Administration support of the Library team to meet the goals and aims of the Library Service.

3. Administration of the departmental finances and be familiar with all departmental Agresso processes including:
   - Procurement (set up suppliers and customers, raise requisitions, goods receipts, code invoices)
   - Raise sales invoices
   - Process and approve journals
   - Assist with Year End process
   - Expenses – check and approve expenses submitted through Agresso up to a financial limit of £1,500
   - Monitor and advise on Library Central, Exhibitions Curator and Picture Gallery Curator budgets
   - Reconciliation of monthly finance reports
   - Deal with all finance queries within the department, college and external customers and suppliers
   - Provide full finance support to all Library staff
   - Train and induct new Library staff in the use of college financial systems
   - Support, review and advise the HoD and Administration Manager on the management of departmental financial processes, and suggest improvements through monthly Finance meetings with HoD, Administration Manager and Financial Performance Manager.

4. Working with other staff to organise Library activities, which may involve booking rooms, arranging catering, keeping records.

5. Act as one of the two Library Services Purchasing Card Holders, including:
• Placing orders as requested in lines with the College’s purchasing card policies and procedures
• The preparation and completion of monthly purchasing card statements and reconciliation.
• Participating in all related purchasing card activities.

6. Advise and assist with HR related tasks:
• Keep confidential records of staff sickness and complete monthly staff sickness reports and send to HR department
• Advise line managers when a return to work interview is required for staff after sickness
• Deal with all staff queries relating to sickness, pay and annual leave
• Record all staff annual leave requests ensuring staff take their leave when necessary and do not carry over where possible
• Completing new annual leave cards on an annual basis for all staff
• Advise and complete leavers forms for staff leaving the college and liaise with HR

7. Ensuring that the Library office runs smoothly by undertaking appropriate administrative functions including:

• Ordering office stationery and equipment when needed.
• Dealing appropriately with internal and external inquiries, face to face, by telephone, email and through written correspondence.
• Answering the telephone and dealing with messages appropriately.
• Photocopying and scanning as and when required

8. Act as Library training coordinator to include:
• Booking, recording and organising all external staff training events
• Advising on budget spend/ remaining and supplying budget reports to the Library Training Manager
• Attending the Library Staff Engagement Group, chairing the meetings and taking meeting minutes on a rota basis
• Assisting with the termly internal Library Staff training sessions, providing advice and administration support on room bookings and event set up on Eventbrite
• Checking in staff on Eventbrite, adding staff members where necessary and setting up and distributing surveys after event has taken place
• Collating and distributing the survey results to the Library Staff Engagement Group for evaluation

9. Participate in day to day activities regarding the library premises, including:
• Liaison with Estates and Campus Services, suppliers, contractors and library colleagues
• Acting as first point of contact for logging maintenance requests via the FM Portal and ensuring they are completed within SLA’s
• Actioning calls logged through the Footprints system and ensuring calls are completed within the Library service level agreements
• Liaison with the Building Manager to ensure FM and Cleaning related tasks are completed
- Maintaining the departmental inventory annually
- Act as the champion for recycling and sustainability activities within the Library

10. Act as one of the Emily Wilding Davison Building First Aiders which involves:
- Attending to building users in the event of an accident or incident and taking appropriate action
- Attending regular first aider meetings with other first aid trained staff and ensuring that all processes and procedures are adhered to
- Monthly checking and updating of the First Aid kits in the Library
- Attending regular training and refresher courses when needed
- Helping to support students and staff with their wellbeing and being mindful of students with mental health needs

11. Participate in Library-wide initiatives, where appropriate.

12. Such other duties as the Director of Library Services and Administration Manager may reasonably require, including provision of cover for holiday/sickness absence.

13. Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

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<td>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</td>
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<td>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</td>
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