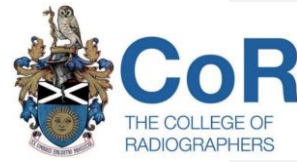


Job Description and Person Specification

Job Title:	Administrative Assistant: Professional and Education Team
Hours of work:	1.0 whole time equivalent (35 Hours per week with options for flexible working)
Contract:	Fixed-Term for 10 months
Reports to:	Head of Education and Research
Place of Work:	Head Office of the SCoR; home working; hybrid model
Grade and package:	Grade B - £42,395 per annum plus London weighting - £6,769 (HQ / Hybrid) or Home Workers Allowance £1,162 (Homeworking) Plus £312 (Homeworking / Hybrid) Plus final salary pension
Information about the Society and College:	<p>The Society and College of Radiographers are two separate companies operating together to provide service and support for those involved in radiography. As a Group they enable the Society to fulfil its role as the professional body and trade union for those practicing in clinical imaging and radiotherapy while the science of radiography is advanced for the public benefit.</p> <p>The Society (SoR) is a Special Register trade union affiliated to the TUC with approximately 34,000 members. The College (CoR) is an independent charitable company registered in England and Scotland. The issued share capital of the College is owned by the Society.</p> <p>Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of clinical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly for the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.</p>

Job Purpose	This role provides administrative support for the Professional & Education Team, in general administration, intranet support for the P&E team and a first point of contact for member enquiries
Dimensions:	Responsible for administrative tasks across the whole Professional & Educational Team, and first point of contact for member enquiries.
Key Objectives:	<p>In accordance with the policy aims of the College of Radiographers' strategic plans, the Administrative Assistant, Professional and Education Team, will undertake the following:</p> <ul style="list-style-type: none"> • Responsibility for executing all administration functions within the Professional and Education team, including but not limited to post, filing and typing • Assisting with survey design, analysis and collation of results • Servicing Advisory Groups/Boards/Committees – preparation of agenda, support papers, minuting, and all work around the committees. • General Careers advice for prospective students via email and phone; respond to queries from Radiography Careers website. • Main administration support for NICE work. • The administration of Mentoring schemes. • Organising travel and diaries for team members, as required • Being the first line of support for all enquiries, whether received via telephone, email, the website or in person, responding where possible to do so, or referring to others as appropriate • Responding to any other administrative requirements from across the organisation as required under the direction of the Head of Education and Research. • Assisting Professional Officers with guidance documents in liaison with the Head of Education and Research. • Working collaboratively with other departments and colleagues, as required • Working with the SCoR Strategic Objectives in mind, in particular customer service • Recognising Data Protection requirements within the role and working in accordance with the SCoR Data Protection Policy • Undertaking other duties which may be appropriate within the areas of responsibility of the post • Carrying out all duties in accordance with the policies and procedures of the Society and the College

Commented [EH1]: new text in yellow



COMMUNICATIONS AND KEY RELATIONSHPS	
Internal	<ul style="list-style-type: none">• Chief Executive Officer and the Executive Directors• Head of Education and Research• Professional Officers• Professional & Education / Trade Union & Industrial Relations team administrators• Student Support Officer• Knowledge Manager• Staff & departments within the Society and College
External	<ul style="list-style-type: none">• SoR members including SoR student members

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED				
	Skills / experience / abilities required	Essential	Desirable	Evidenced by (Application form, test, interview)
	Previous experience of working in an office environment	✓		Application form
	Previous experience of working in a membership organisation		✓	Application form
	Some knowledge of the radiography or health care profession		✓	Interview
	Excellent ability to take meeting notes and minutes	✓		Application form, test
	Shorthand skills		✓	test
	Excellent communication skills: clear, effective and confident in spoken communication	✓		Application form, interview
	High standard of written English, able to write clearly, logically, concisely and appropriately for the particular audience	✓		Application form, test
	Demonstrable computer literacy with advanced knowledge of MS Word, Excel, Powerpoint, Access and Outlook	✓		Application form, test
	Understanding of data protection principles in relation to Member data	✓		Interview
	Experience of survey design, analysis and collation of data	✓		Application form, interview
	A strong awareness of the needs of customers, with the ability to build rapport and maintain effective relationships	✓		Interview
	Good standard of numeracy, relevant to the role	✓		Interview
	Ability to prioritise own workload to meet deadlines	✓		Application form, interview
	Ability to work as part of small team and able to demonstrate a pro-active, flexible, hands-on approach	✓		Application form, interview
	Ability to work equally well on own initiative	✓		Interview
	Well-developed interpersonal skills, including a calm, assertive, persuasive and	✓		Interview

	professional approach and the ability to build rapport with colleagues and members			
	The ability to establish and maintain excellent working relationships both internally and externally	✓		Interview
	High level of accuracy in data entry and maintenance of records	✓		Test
	Meticulous attention to detail and accuracy, highly organised, thorough and methodical.	✓		Interview Test
	Ability to objectively prioritise tasks and to solve problems under pressure	✓		Interview
	Self-motivated with an ability to see assigned tasks through to completion without needing reminders	✓		Interview

FOR EXTERNAL USE

