
ROLE PROFILE and PERSON SPECIFICATION



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| Academic Post Title | Maritime Administration Officer |
| Remuneration | £22,805 - £30,982 (University of Gibraltar Administration Officer Grade) |
| Other Benefits | Position is pensionable with employer contribution after successful probation |
| Probation Period | 12 months |
| Base Location | Europa Point Campus, University of Gibraltar |
| Hours | 37-hours per week |
| Annual Leave | 25 days plus public holidays and University closure days |
| Responsible to | Head of School (Maritime Science) |

GENERAL

The University of Gibraltar is a not-for-profit independent tertiary institution established in Gibraltar under the University of Gibraltar Act 2015. Its principal mission is to respond to current societal needs as well as to shape personal and professional futures through the pursuit of education, training, and research. The University is committed to innovative partnerships with business, government, charitable foundations, healthcare and educational institutions. It is a regionally facing institution that seeks to be globally engaged and recognised.

JOB PURPOSE

To provide high quality administrative and general office support for the School of Maritime Science and the Maritime Academy including any assistance in the planning and implementation of programmes and courses.

MAIN DUTIES AND RESPONSIBILITIES

Administration, Support and Management

1. Provide assistance in the planning, administration and implementation of the School of Maritime Studies and Maritime Academy
2. Handle staff enquiries, resolve problems where appropriate, take accurate messages and communicate these on a timely basis, following up and identifying more complex issues as appropriate.

3. Maintain appropriate, accurate and systematic filing of documents and follow appropriate document management procedures in line with University policy.
4. Manage calendars, schedule appointments, and provide assistance in the organisation of meetings and events.
5. Provide assistance in preparing reports, presentations and other written materials.
6. Take minutes of meetings.
7. Maintain an effective relationship with researchers and other collaborators.
8. Contribute to the wider University community through internal and external engagement activities (e.g. School administration, open days, outreach, committee membership, peer support, knowledge exchange, public engagement).

Other

1. Actively promote the mission and values of the University.
2. Act ethically and uphold University’s sustainability commitment at all times.
3. Work within the Health, Safety and Welfare at Work Act 1999; fulfilling the legal duty to take responsible care for own health and safety and others who may be affected by their actions.
4. Support the University’s major events such as Foundation Day, Beacon Lectures, open days, applicant days, interviews, clearing and other key events.
5. Ensure that the highest standards of professional performance are maintained.
6. Promote equal opportunities, diversity and inclusion in the work of the University.
7. Ensure compliance with relevant legislation and statutory codes of practice, as advised.
8. Participate in the University’s performance review and appraisal processes.
9. Ensure all University policies are implemented within the remit of this post.
10. Any other duties as may reasonably be required commensurate with the grade of this post, as directed by the line manager.

A summary of essential and desirable attributes appears below and forms part of this position description, which is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected the job description will be regularly reviewed by the post holder and line-manager. These discussions will normally take place during the annual Staff Performance and Development Review (SPDR). Although the base location is as shown, the role holder may be required to work on any university site or associate campus.

PERSON SPECIFICATION

| | Essential [E] | Desirable [D] |
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| Qualifications and/or Professional Development | <ul style="list-style-type: none"> • Undergraduate degree | <ul style="list-style-type: none"> • Postgraduate degree • Professional qualification |

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| <p>Previous Experience</p> | <ul style="list-style-type: none"> • At least 1-3 years of previous experience in working in an administrative position. • Experience in organising, updating and maintaining accurate computerised records and files. | <ul style="list-style-type: none"> • Experience in working in an education or research establishment. • Experience in working as a personal assistant. • Experience in organizing events. |
| <p>Knowledge, Skills and Abilities</p> | <ul style="list-style-type: none"> • Good organisational skills • Ability to deal with work schedules. • Ability to manage multiple priorities, work effectively under pressure and meet deadlines. • Excellent time-management skills. • Able to communicate complex information clearly, articulately and confidently using a range of channels. • Able to work effectively in a team, but also to take initiative, exercising due tact and judgement. • Accuracy and attention to detail. • Effective IT skills including using Microsoft Office (in particular Word, Excel and PowerPoint) and digital technologies. • Flexibility in working hours to accommodate peaks in workload. • Excellent standard of written and spoken English. • Good command of Spanish language | <ul style="list-style-type: none"> • Officering meetings and minute writing. • Able to respond positively to challenging situations and solve problems quickly and creatively. • Ability to work with databases. • Excellent standard of written and spoken Spanish. |
| <p>Values and Principles</p> | <ul style="list-style-type: none"> • Commitment to the University’s values. • Strong commitment to and understanding of the principles of equality, diversity & inclusion. • Commitment to high-quality learning and teaching and the student experience. • Culturally nimble and able to interact in a work environment in both very formal and very informal contexts. | |