**Job Description: Professional Service Positions**

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| **Faculty/Directorate/Service Area:** | *Swansea University Medical School* |
| **Job Title:** | DPUK Administrator |
| **Department/Subject:** | Population Data Science |
| **Salary:** | Grade 5: £ 26,338 to £ 29,179 per annum pro rata |
| **Hours of work:** | Full-time |
| **Contract:** | This is a fixed term position until 30th June 2026 |
| **Location:** | This position will be based at the Singleton Campus |

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| **Main Purpose of Post** | The purpose of the role is to support Swansea University’s role within the Dementias Platform UK (DPUK) collaboration, a £53 million pound public-private Medical Research Council funded endeavour to create a wide reaching and innovative dementias research facility, incorporating different research disciplines from stem-cell research to data analysis. DPUK is a world leading resource for person focussed dementias research designed to fast-track scientific understanding, treatments and the prevention of the disease.  The role will involve supporting the HE institutions, academia and industry partners in a variety of DPUK related administrative functions.   1. To be accountable for organising and facilitating internal and external meetings, seminars and events including:  * Circulate agendas, and other meeting documentation * Follow up on actions from the previous meeting * Take minutes and circulate after the meeting * All other related administrative activities  1. With provision from the Line Manager, draft agendas, reports and other project documentation. 2. To raise purchase requisitions on internal system 3. To book travel arrangements for the DPUK team 4. To be able to deal with enquiries from internal and external stakeholders in a professional, efficient and courteous manner and respond to queries in an appropriate and timely manner. 5. To be self-motivated, apply and use initiative, aiming to determine suitable ways to tackle challenges and seeking guidance when needed. 6. Coordinate the DPUK Data management team board and process project applications. 7. To professionally represent the interests of the project at all times. 8. To adhere at all times to the ISO 27001 Information Security Standard for UKSeRP and all associated policies and procedures 9. To promote equality and diversity in working practices and to maintain positive working relationships. 10. Any other duties as directed by the Line Manager. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. 5. To ensure that risk management is an integral part of your day-to-day activities to ensure working practices are compliant with the University's Risk Management Policy. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](http://www.swansea.ac.uk/the-university/world-class/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  Our values are:  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria**  **Values:**   1. Demonstrable evidence of taking pride in delivering professional services and solutions 2. Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. 3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience   **Qualification:**   1. Educated to GCSE level, or equivalent administration experience.   **Experience:**   1. Previous experience in an administration role. 2. Previous experience of facilitation / supporting meetings (including preparation and circulation of agendas and documentation, and note / minute taking.   **Knowledge and Skills:**   * Ability to organise a range of group meetings and events as required. * Demonstrate ability to work under pressure with competing deadlines. * Proven ability to organise own work load and prioritise tasks. * Demonstrate accuracy and methodical with good attention to details. * A demonstrable ability to utilise excellent communication and interpersonal skills and interact with people at all levels. * Proficiency Information and Technology user: * Competence in using all Microsoft Office packages (Word, Excel, Outlook, Access, Publisher, PowerPoint) * Ability to deliver exceptional standards of service to all stakeholders. * Excellent team player who can also work independently.   **Desirable Criteria**   1. Experience in the Higher Education Sector |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: Catrin Morris - [catrin.morris@swansea.ac.uk](mailto:catrin.morris@swansea.ac.uk)    Shortlisting Date: 7th August 2025  Interview Date: w/c 18th August 2025 |

  