

World Academy of Sport

Administrator

POSITION APPLICATION INFORMATION

To aid your preparation of the application and provide you with an understanding of the activities of the World Academy of Sport, please read the position information carefully and review information about the World Academy of Sport from the following website:

- World Academy of Sport web site - <http://www.worldacademysport.org>

APPLICATION REQUIREMENTS

Each applicant will be required to submit the following:

1. Personal Resume with at least two referees listed.
2. Written application addressing the Position Selection Criteria listed on the last page of the Position Description.

APPLICATION DEADLINES

The deadline for the application is 5pm GMT Monday February 15, 2010.

Interviews for the positions will generally take place one – two weeks after close of application. Short listed persons will be contacted by telephone regarding the arrangements for the interview.

All applicants for the position will be notified in writing after the successful person has been appointed to the position.

APPLICATION DELIVERY

Applications can be delivered in person (address below), by post, by facsimile, or by email. **Email is the preferred method of submission.**

Mark postage OR deliveries "Private & Confidential" & email subject lines should include the words "Administrator Position"

IN PERSON OR BY POST

**Ms Olivia Day
Programme Director
World Academy of Sport
Manchester Business School
The University of Manchester
Booth Street West
Manchester, M15 6PB**

BY FACSIMILE

+44 (0) 161 275 6455

BY EMAIL

oday@wasec.mbs.ac.uk

All enquiries about the position can be directed to Michael Cary at the aforementioned email address or by telephone +44 (0) 161 275 6489.

POSITION DESCRIPTION

TITLE: Administrator, Executive Centre
FUNCTIONAL AREA : Central Administration
LOCATION: Manchester, United Kingdom
REPORTS TO: Programme Director
START DATE: As soon as possible
END DATE: N/A
(if applicable)

DIMENSIONS

• Number of direct reports	Nil
• Number of indirect reports	Nil
• Budget responsibility in GBP.	Nil Prime Responsibility

Purpose of Role

The Administrator's is a key support role in the World Academy of Sport team and will be responsible to the Programme Director to maintain office administration and programme development & delivery.

The Administrator's key functional areas include, but are not limited to, the following:

- Accounts
- Budgets Development and Reporting
- Executive Programmes
- HR Documentation
- Other

Reporting / Working Relationships

The Administrator reports directly to the Programme Director.

Given the international nature of the business, the Administrator will be required to work unsupervised for extended periods of time. The reporting relationship will be within a self directed work environment for much of the time.

In a small team environment the Administrator will work very closely with all members of the company as well as those in the University more broadly.

Key Areas of Responsibility	Performance Indicators
<p>1. : Accounts (50%)</p> <p>a) Develop and maintain an internal accounts system which provides monthly reporting to the Director.</p> <p>b) Work with the MBS finance office and the University finance system to maintain up to date accounts.</p>	<p>a) Management accounts provided to Director on a monthly basis.</p> <p>b) Attend University account system training session and use on an ongoing basis.</p>
<p>2. : Executive Programmes (30%)</p> <p>a) Assist in academic and Visiting Fellow coordination.</p> <p>b) Develop and maintain a process for administration of participant registration.</p> <p>c) Develop and maintain web portal to assist the administration and coordination of academics, Visiting Fellows and programme participants.</p> <p>d) Assist in the programme review process for each programme.</p>	<p>a) Web portal developed and maintained for programme administrative purposes.</p> <p>b) Programme payments processed for participants prior to the programme and for presenters in a timely manner at the conclusion of the programme.</p> <p>c) Programme review template is developed and utilised for each programme.</p>
<p>3. : HR Documentation (10%)</p> <p>a) Oversee staff holidays and maintain a record of all time taken</p> <p>b) Maintain system of welcoming new staff members – including set up with both university HR and IT Departments</p>	<p>a) Staff holiday records kept up to date</p> <p>b) New staff members are registered with Central HR and are provided with PC/Laptop and email address.</p>
<p>4. : Budget Development and Reporting (10%)</p> <p>a) Assist the Director in developing yearly budgets for the Executive Centre and WAoS.</p> <p>b) Assist the Programme Director in developing and maintaining programme activity reports.</p>	<p>a) Yearly budgets developed prior to the beginning of each financial year.</p> <p>b) Programme activity reports provided to Programme Director one month following the conclusion of each programme.</p>

Knowledge, experience and skills required

Personal/Behavioural Qualities

- ✓ Commercial acumen
- ✓ Flexibility
- ✓ Innovative
- ✓ Passion & drive
- ✓ Information Seeking
- ✓ Team commitment
- ✓ Results focus
- ✓ Relationship building
- ✓ Time management
- ✓ Organisational awareness
- ✓ Attention to detail

Technical/Positional

- ✓ Relevant degree or equivalent experience
- ✓ Industry knowledge and / or experience
- ✓ Microsoft Excel
- ✓ Microsoft Word
- ✓ Microsoft Powerpoint
- ✓ Financial acumen
- ✓ IT development ability
- ✓ Information management experience
- ✓ Research techniques knowledge
- ✓ Email based communication software
- ✓ Interpersonal and negotiation skills
- ✓ Excellent written and oral communication skills

Terms and Conditions

Full terms and conditions will be set out in a comprehensive contract, however in general terms the position will encompass the following:

Reporting to:	Programme Director
Position status:	Full-time
Period:	Contract Period. The successful candidate will be required to sign an Employment contract for the period, 1 year.
Probation:	A three month probation period will operate from the commencement of employment.
Office Location:	Executive Centre, Manchester Business School, The University of Manchester, Booth Street West, Manchester.
Hours of duty:	Core hours 8:45am - 5:00pm weekdays After hours/weekend work will be required on occasions, particularly during programme delivery
Time in lieu:	Not applicable
Travel:	Domestic and overseas travel will be required on occasions
Remuneration:	17, 500 GBP full cost package per annum paid monthly
Annual leave:	24 days per annum.
Notice:	Four weeks notice is required should the Administrator wish to terminate employment.

Selection Criteria

- ✓ Tertiary qualifications in relevant disciplines or equivalent practical experience.
- ✓ Demonstrated ability to develop and implement effective administrative processes.
- ✓ Technical skills in Microsoft Word, Microsoft Excel, Microsoft PowerPoint and software associated with information/database management.
- ✓ Website development and maintenance capabilities.
- ✓ Demonstrated ability to be innovative with a capacity to contribute to and implement organisational growth strategies.
- ✓ Proven ability in establishing and maintaining professional relationships with key stakeholders.
- ✓ Demonstrated ability to work productively individually and as part of a team.
- ✓ A high level of oral and written communication, public relation, interpersonal and negotiation skills.

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Written by (*Name and Title*)

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Signature

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Date

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Approved by (*Name and Title*)

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Signature

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Date