Administrator (858174)

Department	Centre for Excellence for Children's Care and Protection (CELCIS) (www.celcis.org/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	**Reference No**	858174
Reports To	Admin, Operations and Finance Co-ordinator	**Grade**	5
Salary Range	£28,592 - £30,986	**Contract Type**	Fixed Term (12 months)
FTE	1 (35 hours/week)	**Closing Date**	08/11/2026
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	Curran Building, 94 Cathedral Street, Glasgow G4 0LG		

Job Advert

We are looking for an experienced Administrator to join our Admin and Operations Team at CELCIS, the Centre for Excellence for Children's Care and Protection.

You'll find us a friendly and engaging bunch at CELCIS, caring and compassionate with each other, with a drive to improve and learn, and the passion and determination to make change happen. The administrative work we do in CELCIS is incredibly varied. It is critical work and our team is at the heart of what makes CELCIS run smoothly so that we can all help to deliver for our children and young people, everyone who cares for them and care leavers.

This role would suit someone who is highly organised, proactive and confident managing a varied workload in a fast-paced environment. You will have excellent communication and interpersonal skills, be able to build positive working relationships with a wide range of colleagues and stakeholders, and enjoy taking ownership of your work. Strong planning, prioritisation and organisational skills are essential, along with the ability to manage competing demands, work independently and use initiative to keep priorities moving forward.

Our new Administrator will work across a diverse range of projects and programmes, collaborating with internal colleagues, external partners and stakeholders at all levels, and often acting as a key point of contact for the organisation. The postholder will provide high-quality administrative and operational support, including coordinating meetings and committees, preparing documentation and papers, recording minutes, tracking actions and supporting the effective delivery of project and programme activity.

The role will also provide dedicated support to the Senior Management Team, including complex diary management, meeting planning and coordination, monitoring actions and supporting the delivery of strategic and operational priorities. The ability to anticipate needs, manage competing priorities and work with discretion when handling sensitive and confidential information will be key.

As part of the Administration and Operations Team, the postholder will play an active role in developing and improving systems, processes and ways of working across CELCIS. Working collaboratively with colleagues, they will help ensure the effective delivery of services, projects and organisational priorities, enabling CELCIS to achieve its aims and maximise its impact.

The university is recognised as being people-orientated and our staff have access to a wide range of outstanding benefits, such as a holiday entitlement of 31 days and 11 statutory days; in-house training and development provider for vocational and non-vocational courses; on-campus nursery; reduced membership at Strathclyde Sport and much more. You can find more information here about rewards and benefits. Flexibility for blended or hybrid working arrangements (from home, in the office and travel to work with local partners as required for the role) is available.

Funding for the post: This post is fixed term for 12 months.

Change is happening. Be part of it. Together we can make things better for children, young people and their families.

Please note this role does not meet the requirements for sponsorship under the Skilled Worker visa route. Candidates are welcome to apply if they have an alternative right to work for this role.

About CELCIS

We are CELCIS, the Centre for Excellence for Children's Care and Protection, based at the University of Strathclyde in Glasgow.

As a leading improvement and innovation centre in Scotland, at CELCIS we work to improve the lives of children and young people in need of care and protection, and their families and carers. We do this by supporting people and organisations responsible for their care to make changes in services and in the practices and skills they use, all based on the needs, experiences and rights of children and young people.

https://www.celcis.org

Job Description

Brief Outline of Job:

The Administration and Operations Team's remit and work is wide and incredibly varied. The work of the Administration and Operations Team is critical and is at the heart of making CELCIS run well and deliver for children and young people, and those who care for them. As a key member of the team, the post holder will be involved in a variety of projects and pieces of work, working with and supporting colleagues right across CELCIS workstreams and the Strategic Management Team to deliver their work. This will involve organising meetings and activity in person and online, minute-taking, working with CELCIS colleagues and stakeholders to provide project assistance to prepare, plan and track delivery of work, and help navigate, improve and implement appropriate systems and processes so that we can all work efficiently and effectively.

Main Activities/Responsibilities:

1.	As part of the administration team, provide support across CELCIS as and when required, to help make CELCIS run more effectively and efficiently by developing, maintaining and improving relevant office systems, procedures and processes. For example, using your skills and experience to input and contribute to project teams who are working with partners to deliver change programmes across local authorities in Scotland.
2.	Work proactively to provide individual and practical support to the Strategic Management Team and its members; including acting as point of contact between staff and partners and SMT members, managing diaries and scheduling routine and ad hoc meetings; organising travel and accommodation; and supporting with SMT projects, planning and actions.
3.	Be part of project teams and provide practical admin support and assistance which could include: co-ordinating meetings, preparing agendas, note/minute taking, helping prepare project plans, recording and tracking actions, preparing papers, slides, resources, offering advice and contributing ideas and helping to ensure project runs smoothly. Types of projects could include: research projects, setting up and running forums/networks, annual conferences, improvement projects involving local authorities and multiple agencies across Scotland.
4.	Support the development and delivery of CELCIS learning and engagement activities, both online and in-person – including booking venues, catering, sending joining instructions, preparing materials and resources, coordinating registration. For online meetings and events, providing technical support and help to set up and use platforms and functions to have effective, interactive activities e.g. breakout spaces; polls etc.
5.	Be the first point of contact and liaise with CELCIS staff, stakeholders and key partners – in person, by email and telephone. You will have responsibility for handling enquiries in a timely manner, deciding what action is required and when to pass complex enquiries to others.
6.	Plan, book and process of accommodation and travel itineraries both in the UK and overseas.
7.	Provide committee/meeting servicing to internal and external groups, forums and committees, including the creation and issuing of agendas and meeting papers, minutes and note taking, follow up actions etc.
8.	Maintain accurate records in line with GDPR requirements and University systems and guidelines.
9.	Handle sensitive and confidential information in an appropriate manner.
11.	Promote and support CELCIS' mission, vision, values and principles of governance and by personal example and quality of contribution, promote a culture of continuous improvement.
12.	Any other duties commensurate with the post.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1	An HNC (or equivalent) in a relevant discipline e.g. administration, business management or similar OR equivalent relevant administrative experience

Experience

E2	Experience working in a busy administrative office environment and balancing competing priorities and demands
E3	Experience working as part of a multi-disciplinary team, building effective working relationships within a busy administrative office environment, engaging with internal staff, partner organisations and stakeholders
E4	Experience of proactively identifying, supporting and delivering the implementation of administrative processes to improve efficiency
E5	Experience of diary management and providing individual and practical support to senior management.
E6	Proven experience of inputting, retrieving, assessing and presenting management information to inform decision making
E7	Experience of Committee servicing (e.g. coordinating dates, diary management, booking venues, developing agendas, producing minutes, recording and tracking actions, offering administrative guidance and advice etc.)

Job Related Skills and Achievements

E8	Strong IT skills and highly proficient in using MS Office systems and digital and online platforms, such as MS Teams with confidence
E9	Excellent organisational and time management skills, using own initiative and pro-active working
E10	Ability to effectively plan and prioritise own work, competing demands and deadlines
E11	Strong interpersonal and communication skills, both verbal and written
E12	Strong teamwork skills, with ability to work independently as required
E13	Demonstrable ability to exercise confidentiality, discretion and sensitivity

Personal Attributes

E14	Flexible and adaptable, with the ability to work under pressure, demonstrate assertiveness and personal confidence with a solution focussed approach
E15	Self-motivated and enthusiastic, with proactive approach to work

Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of two referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at humanresources@strath.ac.uk.

Applicants may use tools such as AI to support their application; however, all submissions must accurately reflect their own experience and understanding. The University reserves the right to verify the authenticity of application materials and may reject applications where concerns arise.

Please note this role does not meet the requirements for sponsorship under the Skilled Worker visa route. Candidates are welcome to apply if they have an alternative right to work for this role.

Interviews

Formal interviews for this post will be held on a date to be confirmed

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Laura Kane, Admin, Operations and Finance Co-ordinator (laura.kane.100@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: Conditions of Employment.

Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our Rewards and Benefits webpage.

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5%.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
    - Annual Leave: Generous entitlement of 31 days, in addition to 11 public holidays and University closure days.
    - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
    - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.

- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

Pre-Placement Health Screening

If you are offered a job with us, you'll be encouraged to let us know about any disability, medical condition, or neurodivergence you have by completing a confidential pre-placement health questionnaire. Completing the questionnaire is entirely voluntary but by doing so we can put in place the right support and make any reasonable adjustments before you start.

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.

Conditions of Employment

Administrative and Professional Services Staff Grades 3 to 5

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises UNISON as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 3 to 5. Such terms and conditions may be varied by the University Court after negotiation and consultation with UNISON.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/policies/. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff. The probation period for posts in this staff category is 6 months. Further guidance on probationary procedures is published at www.strath.ac.uk/staff/policies/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/staff/policies/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 August each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to 11 public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for 4 additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to 5 days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of 5 days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	**Full Pay**	**Half Pay**
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2026 is £74,208 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment

Builder. Please use the following link to access information, including the USS Member Guide: https://www.uss.co.uk/for-members/youre-a-new-joiner. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions SharePoint (staff login required). Full information regarding USS can be found on the USS website – www.uss.co.uk.

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/staff/policies/hr or on request from Human Resources.

9. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least one months' notice, in writing, on either side, except during the probationary period when the notice period is one week. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2026