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Staff Resources and Administrative Co-ordinator

Department/Division/Faculty:	Library Services
Campus/Location:	Based at the South Kensington Campus, but will need to travel to other campuses as required
Job Family/Level:	3a
Responsible to:	Staff Resources Manager
Line management for:	N/A
Key working Relationships (Internal):	EA to the University Librarian; Library line managers; Library Admin team; People Function; Recruitment Hub
Key Working Relationships (External):	RLUK; external suppliers
Contract type:	Full-time, Open-ended

Purpose of the Post

The post holder will be part of the Library Staff Resources team, taking specific responsibility for assistance with the full range of staff-related activities, including recruitment, induction, appraisals (ARCs) and staff development activities. The post holder will act as Executive Assistant to the Deputy University Librarian. In addition, the post holder will provide some data analytics support to the Library Leadership Team.

The post holder will work closely with the rest of the Library Administrative team to provide a high standard of support for library staff on all campuses and in particular work closely with the EA to the University Librarian and Director of Library Services, providing cover for one another, as required.

This role requires liaison with a number of external stakeholders and potential recruitment candidates, and as such, is an ambassador for Imperial, and needs to always be mindful of personal and organisational reputation.

Key Responsibilities

Staff Resources Administration (55%)

- Co-ordinate the recruitment process, using Imperial's online recruitment system, dealing with all administrative activities from leaving procedures through advertising, shortlisting and interviewing, liaising with the People Function, line managers and shortlisting/interviewing panels and job applicants

- Prepare the onboarding for new starters, including providing induction packs and information for line managers; organising introduction meetings with relevant members of staff, and organising any equipment needs, as required.

- Support the staff resources administration processes including the appraisal system (ARC) and leavers procedures

- Be responsible for the maintenance of the staff emergency contacts list, the Staff A-Z list and Outlook distribution lists

- Maintain the Staff Resources file store including the files on SharePoint and keep information and documentation up to date on SharePoint and Teams.

- Maintain annual leave and sickness absence records, and to ensure that medical fit notes are returned to the People Function in a timely manner

- Be responsible for the Library Administration email box, responding to all enquires as required, including preparing business cards.

- Be responsible for conference travel and accommodation bookings as required

- Support the Staff Resources Manager with training and conference requests and records and support the administration of organising training events (room bookings etc)

- Maintain with Health & Safety training records, ensuring that First Aiders and Fire Wardens are adequately trained and all public notices are maintained.

- Assist with the organisation of the Library Staff Awayday, including venue liaison, routine contact with speakers, organisation of equipment and accessories, compilation of attendance list; organising accommodation for speakers

- Maintain Staff Resources information and documents on the Library Staff Hub including maintaining the library staff structure charts and record of up-to-date job descriptions

- Assist with the response to health and safety risks and disasters, including acting as a library building fire warden

- Work flexibly to support other members of the administration team, providing cover where needed and work closely with other staff to share knowledge and best practice

- Pursue an active programme of self-development and continuing updating of skills and understanding of new technologies

Executive Assistant (25%)

- Provide a full secretarial and administrative service to the Deputy University Librarian (DUL), and a professional welcome and reception service to colleagues, visitors and students.

- Provide diary and administrative support to members of the Library Leadership Team, as required.

- Coordination and delivery of events in support of the DUL and Library Leadership Team. Responsibilities may include: the production and distribution of supporting documents and print materials, coordination of invitations and speakers, organisation of venue and catering, and provision of on the day support.

- Anticipate and identify the support requirements of the DUL, in response to changing needs or circumstances, checking and referring as necessary.

- Communicate regularly with the DUL to ensure that they are kept abreast of developments/progress on key issues.

- Prioritise urgent actions and make judgements about the urgency of issues/meetings/requests for their time, rescheduling and reorganising as necessary and coordinating their internal and external responsibilities.

- Manage all appointments, maintaining an efficient diary and ensuring that the most effective use is made of time; duties will include - arranging internal and external meetings, drawing up itinerary arrangements for visits and visitors, booking venues, arranging audio-visual equipment, liaising with caterers, organising social events; organise travel arrangements, registrations and accommodation for attendance at meetings abroad and in the UK.

- Provide a professional, responsive service to those who contact the DUL, dealing with people with tact and efficiency, discreetly where required, and in a manner which ensures an excellent reputation.

- Liaise with a wide range of external individuals and organisations including other HE institutions, external consultants, HEFCE, RLUK and SCONUL to progress the DUL's goals and objectives.

- Complete research tasks independently, using desk-top media as required, and presenting the results coherently and concisely.

- Prepare agendas and take notes/minutes at meetings including but not limited to the Content Strategy Group and Education Strategy Group.

- Prepare correspondence and documents (including proof-reading, formatting and editing where appropriate, analysing information and statistical data) and keep an efficient and up-to-date filing system for both hard copies and electronic files.

- Liaise with senior staff and their Executive Assistants to ensure the smooth running of the DUL's Office, working flexibly with colleagues and providing cover as required

- Deal confidentially with any sensitive personal and organisational information

- Any other duties as may reasonably be assigned by the DUL or other senior staff

Project Management Support and Data Analytics (20%)

- Provide data analytics support to the Library Leadership Team

- Plan and manage workloads for projects, adhering to delivery timescales.

- Establish excellent working relationships with internal and external suppliers, and fellow team members, to set expectations and facilitate ongoing communications and ensure their logistical needs are being managed and met.

- Be a first point of contact for project stakeholders, possibly including external contractors and suppliers and fellow project team members, pre, during and post-project, resolving any problems that arise and ensuring that expectations are exceeded.

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Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	
A Level standard or equivalent relevant experience	E
Experience	
Significant experience of Human Resources administration	E
Experience of diary management and scheduling meetings for large groups	E
Significant experience as an Executive Assistant at a senior level, within a complex organisation	D
Knowledge	
Experience of working with a high standard of computer literacy and the ability to use Microsoft Office Word, Outlook, PowerPoint and SharePoint and Teams	E
Experience of producing spreadsheets and analysing data using formulae within Microsoft Excel	E
Experience of creating PowerBI dashboards	D
Experience of working with MS Forms	D
Skills & Abilities	
Evidence of excellent planning and organisational skills	E
Ability to exercise initiative and prioritise work without close supervision	E
	E

Excellent verbal and written communication skills, with the ability to undertake effective report writing, drafting of correspondence and presentations and minute taking and communicate confidently and effectively with senior members of the university and external contacts.	
Excellent interpersonal skills, a high level of professionalism with a proactive approach	E
Excellent team working skills with an ability to work flexibly as required	E
Ability to produce work and plan activities consistently to a high standard	E
Ability to coordinate a range of different activities at the same time and understand the connections between them	E
Tactful and diplomatic approach and the ability to deal with confidential matters with complete discretion	E
Proven ability to take on and deliver projects, to work on own initiative on projects independently, but also to work as part of a team on projects	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

March 2026