

Job Description: Professional Service Positions

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| Faculty/Directorate/Service Area: | Faculty of Medicine Health and Life Sciences |
| Job Title: | SAIL and SeRP Compliance Administrator |
| Department/Subject: | Population Data Science |
| Salary: | Grade 04 £23,881 - £25,733 per annum pro rata together with NEST pension benefits |
| Hours of work: | 40% FTE (2 days) 14 hours per week |
| Number of positions: | 1 |
| Contract: | Fixed Term Position until 30 th September 2026 |
| Location: | This position will be based at the Singleton campus |

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| Main Purpose of Post | <p>Working closely with the legal and compliance team within the Population Data Science Department this role will support the operational governance of the SAIL Databank (SAIL) and SeRP. The role will:</p> <ol style="list-style-type: none"> 1. Providing administration support for data harmonisation work including: <ol style="list-style-type: none"> a. Diary management and budget monitoring; b. Providing a central point of contact for all queries relating to the grant funded projects; c. Administration assistance for legal HighQ document repository; d. Producing and developing visual materials and presentations; e. Contract management administration. 2. Assisting colleagues in the compliance team with support materials for presentations : <ol style="list-style-type: none"> f. Designing and developing slide decks; g. Attending events to provide administrative support 3. Assisting with compliance administration including maintaining ISO27001 records |
| General Duties | <ol style="list-style-type: none"> 7. To fully engage with the University's Performance Enabling and Welsh language policies 8. To promote equality and diversity in working practices and to maintain positive working relationships. 9. 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. 10. Any other duties as agreed by the Faculty / Directorate / Service Area or their nominated representative expected within the grade definition. 11. 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 | <p>All Professional Services areas at Swansea University operate to a defined set of Core 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.</p> <p>We are Professional</p> <p>We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p>We Work Together</p> <p>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.</p> <p>We Care</p> <p>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.</p> |

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| | 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 | <p>Essential Criteria:</p> <p>Values:</p> <ul style="list-style-type: none"> • Demonstrable evidence of taking pride in delivering professional services and solutions • 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. • Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience • Qualification: • 5 GSCE's including English and maths or equivalent • Business qualification • Design Qualification • Experience: • Experience of working in a regulated environment eg financial services, legal office. • Experience of handling legal documentation. • Experience of working collaboratively with others. • Demonstrable experience of producing presentation materials. • Knowledge and Skills: • A background in business administration preferably in the legal sector. • Experience of producing quality presentation materials through power point or a similar product. • Experience of working in an environment where data protection knowledge is essential. • Good interpersonal skills – the ability to collaborate and build relationships with internal and external stakeholders. • Desirable Criteria: • Understanding of the aims and objectives of the department work programmes. • Previous experience of using service management tools e.g. JIRA service desk; ISMS; HighQ/ISO27001. • A knowledge of welsh at Level 1 |
| Welsh Language Level | <p>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.</p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.</p> |
| Additional Information | Informal enquiries: Rachel Brooks: rachel.brooks@swansea.ac.uk |