The programme:
This programme is intended for those working in specialist or
generalist administrative roles who have been in post for
approximately one to five years or who are experienced
administrators in another context and new to a University post. It
may include, for example, Departmental or Faculty Administrators,
those in professional services roles and UAS Administrative
Officers, amongst others.

The programme aims to support the individual’s development
plan and there should be clear benefits of undertaking the
programme for current role and for the division or department.
The majority of participants on this programme are within the
grade range 7-9.

Programme duration and content
This development programme of six days (across six months)
draws on the expertise of the Acting Registrary, Heads of Division
and other senior figures in the University and provides up to date
information on the various strands and issues of University
strategy and governance. It includes development of some key
skills and offers a valuable opportunity to network with
administrators from the UAS and other departments and
institutions.

"In addition to the mix of knowledge transfer and skills
development, project and networking activities are interwoven
into the six days of the programme. Delegates are encouraged to
learn from each other, as well as from contributors and session
leaders, and there is ample opportunity for informal discussion
and exchange of information.

Participants (and their departments) need to make a commitment
to be able to attend the Introductory Briefing (1 hour), the 6 x full
day modules, and to contribute fully to the project activity.
Participant comments from the previous programmes:

“A very informative programme that has improved my knowledge of how the University is managed and operates. I have also made some useful contacts for the future and have been inspired to aim higher."

“I enjoyed the course and felt it was well organised. What I found particularly useful was my increased understanding of the future strategy of the University. I also enjoyed the networking and the teamwork involved in working on a project. Thank you for all your hard work and enthusiasm. I would certainly recommend the course to other Administrators."

“I found the programme was very useful in that we were introduced to those working in all areas of the University, which gave a real understanding of how it functions as a whole. Also it helped me to develop my presenting skills – something I was uncomfortable about and that it was good to be challenged by."

“It has built confidence in my abilities and enabled me to build contacts with those outside my own department and area of work who are good sources of information and expertise."

Further information is available from:
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