



Job Title	Senior Administrative Officer
Department/Institute	Institute for the Trades
Reporting to	Director
Main Objective	The Senior Administrative Officer is expected to support efficiently the smooth administration of the Institute and to be the main point of administrative reference.

- 1) Participate actively in CPD sessions organized by MCAST to update their skills, knowledge and competences according to the developing exigencies of MCAST in its operational and educational sectors.
- 2) Be informed by the Registrar/Institute Director about COI decisions, including both policies and procedures, and then assume the responsibility of enforcing such decisions under the guidance of the Registrar/Institute Director.
- 3) Provide guidance to all his/her Institute students in matters concerning access to their College entitlements and responsibilities, policies and procedures regarding registration, progression, assessment and examinations, careers guidance and counselling, sports activities and facilities, general College information and other activities which concern students.
- 4) Advise and assist students with special needs, particularly in their entitlements resulting from policies and procedures concerning special entitlements in the sectors of the Inclusive Education Unit, the Learning Support Unit and those who follow the Pathway to Independent Living Programme.
- 5) Coordinate, in liaison with the Registrar's Office, on assessment and examinations related issues, ranging from the preparation of time-tables to the recruitment of invigilators, as well as the collection of results and passing them on to the Registrar's office on standardized templates by the stipulated deadlines.
- 6) Issue results after these are ratified by the Institute Board of Studies and the Registrar.

- 7) Cover the role of a secretary to the Institute Board of Studies and to the Institute Appeals Board, preparing the agenda and the relevant documentation, as well as taking the minutes of their proceedings and presenting them to these two Boards by the following meeting.
- 8) Spearhead the implementation of College policies and procedures with all Institute Staff, with due respect and perseverance.
- 9) Notify staff about any directions issued by MCAST Management and other College authorities, as well as by the Institute Administration.
- 10) Assist staff and ensure in following HR policies and procedures, including progression requests, applications for leave and relevant procedures, familiarising staff with Collective Agreement responsibilities and entitlements for staff, making available application forms for College bursaries and calls of application as applicable, notifying staff about matters of interest which are relevant to them, handling staff queries as shortly as possible, particularly those areas which are related to their salaries, grades and other benefits.
- 11) Identify the College person or sector to whom staff should address their queries, informing them about the best way of accessing that person or sector.
- 12) Holding an updated information document about the Institute's staff and students, as well as the key College areas which may be referred to on a regular basis.
- 13) Liaise with the Financial Controller and his/her Institute on issues regarding current and capital allocations, as well as notifying staff about any new procedures introduced by the Financial Controller regarding purchasing and payments.
- 14) Be responsible for book-keeping for current and capital expenditure, as well as maintain the petty cash and capital expenditure at his/her Institute.
- 15) Receive payments in connection with examinations.
- 16) Perform any other duties related to his/her role as prescribed by the Institute Director and / or the MCAST Management, particularly the Registrar.

- 17) Apply his/her critical thinking and creative spirit to introduce Institute approved practices which enhance efficiency and keeps office related expenditure to a reasonable level.
- 18) The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.