

Charter - University Business Admin Network

Membership

All administrative staff employed by the University of Exeter at any site including admin apprentices, administrators, PAs, Executive PAs, Executive Officers can be members of the network. Involvement is optional but highly recommended for all administrative staff. Managers will be supportive of staff involvement with the network.

Steering Group

The network will be self-sustaining and led by a steering group of 12 staff with representation from each site ideally with a mix of roles, gender and experience and quorum of 10. They will meet at least termly as well as have virtual meetings as required;

The membership of the steering group will rotate with a third of members standing down each academic year with a Chair and Deputy Chair agreed by the group. Any member of the UBA network can nominate themselves for a position on the steering group.

Purpose of the Network

The Network will:

1. Identify and share best practice and foster new ideas with a dedicated virtual forum for this;
2. Enable stronger working and collaborative relationships to be built with colleagues across the institution;
3. Provide a platform for informal shadowing opportunities, buddying and mentoring;
4. Support the learning and development related to this staff group;
5. Improve the esteem of all administrative staff promoting the importance of their roles that are pivotal to institutional success;
6. Expand awareness of how the University works by sharing knowledge;
7. Provide informal support for new and existing administrative staff to enable them to nurture and develop their careers;
8. Meet twice a year with additional opportunities for smaller local events (including social events) throughout the year.

The Network does not:

1. Provide a professional home or replace normal line management arrangements;
2. Provide a budget for training or development; that remains within normal management arrangements;
3. Replace any University policies or processes;
4. Provide a forum for complaints although constructive feedback is welcomed.