



Role description – Ru3a Google Workspace Administrator

Document purpose

To outline the role and responsibilities of the Ru3a Google Workspace Administrator

1. Role summary

The Google Workspace administrator manages and configures Google Workspace services for Rotherham u3a, including user accounts, security settings, and policies, ensuring smooth operation and data protection in line with GDPR.

The workspace area holds all our historic and current data for the smooth running of the organisation. Some technical ability is required but training will be given.

It is imperative that this role has a shadow or deputy. Succession planning is essential for this specific role.

Access to a computer of suitable specification and good broadband connectivity is required.

2. Skills

No formal qualifications necessary, training will be provided on the job.

A Google Workspace administrator needs a blend of technical and soft skills, including proficiency in managing user accounts, configuring services, troubleshooting issues, and understanding security best practices, all while communicating effectively and supporting business initiatives.

3. Main responsibilities

- **User Management:**
 - Adding, deleting, and managing user accounts to meet Ru3 requirements
 - Resetting passwords and managing security settings.
 - Managing user groups and organizational units.
- **Service Configuration:**
 - Configuring core Workspace services like Gmail, Drive, Calendar, and Docs.
 - Setting up custom email addresses.
 - Enabling or disabling specific features and services.





- **Security and Compliance:**
 - Enforcing security policies and best practices.
 - Managing security setting.
 - Monitoring usage, user status, storage, and security.
 - Incident response implementation
 - Assigning and managing Google Workspace licenses.

- **Monitoring and Reporting:**
 - Monitoring usage, security, and compliance.
 - Generating reports to track activity and identify potential issues.
 - Escalating any serious issues to the Trust board if necessary.

- **Other:**
 - Educating end users on Google Workspace tools and best practices.
 - Advocating for Google Workspace and its toolset.
 - Automating workflows using tools, programming languages, and APIs.

4. On completion

- To carry out a comprehensive handover to the new Google Workspace Administrator

u3a	Role Description – Google Workspace Administrator			Ru3a
Version	Description of changes	Date of Change	Review Date	
0.1	Draft - Created for peer review	02/05/2025	Draft	
1.0	Adopted and minuted in Trustee Meeting	06/06/2025	Jan 2028	

