



UNIVERSITY  
OF LAGOS



# UNLEASHING HUMAN POTENTIALS

A MONTHLY NEWSLETTER OF THE UNIVERSITY OF LAGOS STAFF TRAINING AND DEVELOPMENT UNIT

Vol. 2 No. 9 – September 2025

## THE ADMINISTRATOR AS A MANAGER OF RESOURCES

### Preamble

Our previous edition explored how work ethics provide the moral compass for team interactions, professional conduct and discipline, which drive organisational success. Building on this, the current edition focuses on a significant aspect of administrative control - management of resources. This edition offers insights into managing resources wisely, aligning priorities with organisational vision and mission and fostering an environment where resources (human, material, financial and time) contribute to higher productivity and sustainability.

One of the major challenges faced by man since ancient times is how to allocate the meagre resources at his disposal in the most efficient way. In any organisation, the role of an administrator is essential in ensuring smooth operations, optimal resource utilisation and effective decision-making. Administrators manage various resources, including human, financial, material and technological assets. The ability of Administrators to coordinate these resources efficiently determines the success and sustainability of an organisation. This article views the multifaceted role of administrators in managing resources, highlighting their responsibilities, challenges and best practices.

### Who is an Administrator?

An administrator is a person who is responsible for managing and organising the operations of a business, institution or organisation. Administrators oversee processes, ensure compliance with policies/regulations and facilitate smooth operations.

### The Roles of an Administrator as a Manager

An Administrator, as a manager, plays several crucial roles in ensuring the smooth operation of an organisation. These roles include:



**MR. ROTIMI ADEDUNYE**

DEPUTY REGISTRAR/ ADMIN. SECRETARY,  
SCHOOL OF POSTGRADUATE STUDIES,  
UNIVERSITY OF LAGOS.

- **Planning:** Setting goals, formulating strategies, and designing policies to guide the organisation.
- **Organising:** Allocating resources, assigning tasks, and structuring teams to ensure efficiency.
- **Leading:** Motivating and guiding employees, fostering teamwork, and setting a positive example.
- **Controlling:** Monitoring performance, evaluating progress, and adjusting to meet objectives.
- **Decision-Making:** Analysing situations, solving problems, and making informed choices for organisational growth.
- **Communication:** Ensuring clear and effective information flow between departments, employees, and stakeholders.
- **Coordination:** Synchronising activities across various units to achieve synergy and efficiency.
- **Staffing:** Recruiting, training, and managing employees to build a competent workforce.
- **Budgeting:** Managing financial resources, ensuring cost efficiency, and overseeing expenditures.
- **Conflict Resolution:** Addressing and resolving workplace disputes to maintain harmony and productivity.

All inquires and clarifications should be directed to [stdc@unilag.edu.ng](mailto:stdc@unilag.edu.ng) or call +23490646092147.

Also previous editions can be accessed via <https://stdc.unilag.edu.ng>

An effective administrator combines these roles to enhance organisational and operational efficiency.

### **The Administrator's Role in Managing Human Resources**

Human resource management is a core function of an administrator. Employees, otherwise known as human capital are the backbone of any organisation and their productivity directly impacts performance. Key responsibilities of an administrator in managing human resources include:

- **Recruitment and Staffing**  
An administrator ensures that the right personnel are employed/appointed for different roles. This includes identifying workforce needs, conducting interviews and selecting the best candidates.
- **Training and Development**  
Continuous learning enhances employees' skills and productivity. Administrators facilitate training programmes, workshops and professional development through needs assessment, to keep staff updated with evolving trends and best practices.
- **Performance Management**  
Monitoring employees' performance through appraisals and feedback mechanisms ensures accountability. Administrators implement reward systems and corrective measures to maintain high performance.
- **Employee Relations and Welfare**  
Administrators create a positive work environment by addressing grievances, ensuring compliance with labour laws and promoting work-life balance. Motivated employees contribute to greater efficiency.

### **Challenges in Resource Management**

Despite the importance of resource management, administrators face several challenges:

- **Budget Constraints**  
Limited financial resources make it difficult to meet all operational needs. Administrators must prioritise spending and seek cost-effective solutions.
- **Workforce Issues**  
Managing diverse teams, resolving conflicts, and ensuring employees' satisfaction is maintained. Effective communication and leadership skills are essential.
- **Rapid Technological Changes**  
Keeping up with evolving technology requires continuous learning and adaptation. Administrators must keep abreast of the latest trends.

- **Regulatory Compliance**

Organisations must adhere to legal and industry regulations. Administrators need to ensure compliance with labour laws, financial policies, and safety standards.

### **Best Practices for Effective Resource Management**

To optimise resource management, administrators can adopt the following best practices:

- **Strategic Planning**  
Long-term planning helps in efficient resource allocation and future preparedness. Administrators should develop strategic plans aligned with organisational goals.
- **Data-Driven Decision Making**  
Using data analytics and performance metrics aids in making informed decisions on resource utilisation and improvements.
- **Employee Engagement and Motivation**  
Encouraging a positive work culture, recognising employees' contributions and providing growth opportunities enhances workforce productivity.
- **Technology Integration**  
Leveraging digital tools for task automation, communication, and financial management enhances efficiency and reduces manual workload.
- **Continuous Improvement**  
Regular assessments and feedback mechanisms help in identifying areas for improvement. Administrators should foster a culture of innovation and adaptability.

### **Conclusion**

Administrators play a critical role as managers of resources, ensuring that human, financial, material, and technological assets are effectively utilised. Their ability to plan, allocate and control resources determines an organisation's efficiency and success. Despite challenges such as budget constraints, workforce management, and technological changes, adopting best practices like strategic planning, technology integration and data-driven decision-making, can enhance resource management. A skilled administrator ensures sustainable growth and optimal performance, making them indispensable to any organisation.

Administrators ensure sustainable growth and optimal performance, making them indispensable to any organisation.