

Candidate Information

Position:	Executive Assistant to Director
School/Department:	Directorate Office (Academic and Student Affairs)
Reference:	21/108599
Closing Date:	Monday 1 February 2021
Salary:	£28,331 - £32,817 per annum.
Anticipated Interview Date:	Friday 12 February 2021

JOB PURPOSE:

To provide a comprehensive, confidential Executive Assistant service to the Director of Academic and Student Affairs, covering administrative and organisational functions, in order to ensure that the Directorate achieves its key strategic goals.

MAJOR DUTIES:

1. Providing dedicated professional administrative support to the Director of Academic and Student Affairs across a range of activities and with a variety of stakeholders, including attending senior level meetings, supporting strategic projects and assisting in the development and coordination of ad-hoc policy-related initiatives.
2. Act as the first point of contact for the Director, using own initiative to respond efficiently and effectively to internal and external queries often of a complex and highly confidential nature; Recommend alternative sources/courses of action if required.
3. Liaising with a wide range of internal and external stakeholder groups in a professional manner to ensure efficient flow of communication and information to/from the Directorate. Working with other senior managers to manage policy and/or project changes and to develop and disseminate straightforward data analyses.eg: financial data, strategic plans, presentation materials.
4. Planning objectives and outcomes from meetings and producing relevant documentation as required such as minutes, briefing notes, correspondence, agendas, progress reports and risks/issues logs. Identifying, independently, other senior staff within the Directorate to coordinate input, responses and subsequent actions.
5. Manage complex diary for the Director.
6. Providing specialist input and support for key project initiatives, both across the Directorate and beyond, through the timely provision of project documentation, including project plans, progress reports and risk/issue logs.
7. Developing and maintaining effective and efficient departmental databases and maximising the use of relevant University databases, generating management reports as required, e.g. student enrolment records, staffing information, monitoring of budget, etc.
8. Researching strategic issues, as directed by the Director of Academic and Student Affairs, and bringing together information from a number of sources to develop meaningful internal reports and updates for staff within the Directorate and beyond.
9. Identifying policy and planning issues within the Directorate and raising these with senior managers, providing outline recommendations on how to deal with specific issues. Supporting the Director in assimilating strategy and planning activities across the senior management teams, seeking to ensure alignment and coordination across teams.
10. Overseeing the effective maintenance and accuracy of sensitive and confidential information and documentation, etc., in line with University Records Management and GDPR requirements for the relevant section of work, ensuring systems, websites, reports etc. are updated as required.
11. Supervise and delegate work to clerical staff in the Directorate office and ensure work is completed at an appropriate standard and to meet deadlines.
12. Organising significant events including those involving external agencies and stakeholders including those involving Department for the Economy (DfE), the Quality Assurance Agency (QAA) and the Academic Registrars Council (ARC).
13. Any other duties as reasonably requested by the Director.

Planning and Organising:

1. Monitoring and liaising with key external stakeholders to identify policy developments/consultation, taking ownership for drafting responses and/or working with appropriate senior managers to ensure action.
2. Planning within the context of business cycles and preparing paperwork in preparation for key committees both internal and external.
3. Developing and monitoring project plans for strategic initiatives, identifying the resources required and milestones to be delivered.
4. Arranging meetings and organising agenda items and paperwork for ad-hoc projects and strategic initiatives, as directed by the Director of Academic and Student Affairs and in conjunction with senior managers across the Directorate.
5. Monitoring key publication and consultation dates and coordinating responses in line with deadlines on behalf of the Director and with other senior managers as appropriate.

Resource Management Responsibilities:

1. Supporting the Director of Academic and Student Affairs in maintaining project budgets, researching data and providing financial reports.
2. Providing advice to the Director and senior managers on resource allocation and key processes and policy matters.
3. Providing day to day budgetary management over the Director of Academic and Student Affairs' Office, authorising payments and reconciling accounts.
4. Line management of clerical staff in the Director's Office.

Internal and External Relationships:

1. Director of Academic and Student Affairs.
2. Senior management within the Directorate, including the Head of Student and Academic Affairs, Head of Educational and Skills Development and Head of Student Services and Systems; Pro-Vice-Chancellor (Education and Students); Heads of School and Faculty Deans of Education and Postgraduate.
3. Liaison with key external partners within Government, business and academic sectors will also be expected.
4. External Government bodies, Quality Assurance Agency (QAA), UK Visas and Immigration (UKVI), Academic Registrars Council (ARC) and Teaching Quality Forum.
5. Senior managers within other Directorates and within Academic Schools.
6. Staff within Faculties, Academic Schools - at Dean, Head of School, Director of Education level.

ESSENTIAL CRITERIA:

1. * Relevant academic or vocational qualifications (e.g. 2 'A' Levels, NVQ 3, Institute of Administrative Management Diploma or Private and Executive Secretary's Diploma or equivalent) and GCSE (A-C) or equivalent in English Language Plus (Experience).
2. * Four years' relevant PA experience within a project based environment in the following areas:
 - Preparing and analysing complex information and inform decision making.
 - Working independently on projects/initiatives
 - Compiling briefing documentation for Senior Management.
 - Committee Servicing and Diary Management.
 - Supervisory/line management responsibility.
 OR;
 Substantial relevant PA experience within a project based environment as outlined above
3. Excellent IT skills including advanced use of Outlook, Excel, Word, and PowerPoint.
4. Strong organisational skills and ability to prioritise a diverse workload.
5. Strong oral and written communication skills.
6. Excellent presentation skills.
7. Ability to relate with people at all levels.
8. Ability to work under pressure and in a calm and professional manner.
9. Ability to work independently and manage time and resources effectively.
10. Attention to Detail.
11. Strong team ethos.
12. Willingness to work flexibly as required.

DESIRABLE CRITERIA:

1. A degree/equivalent in any discipline or relevant vocational qualifications.

2. Two years relevant PA experience (as outlined in essential criteria).
3. Experience in a large complex environment.
4. Experience of working with senior level staff within a large organisation.
5. An understanding of the role of universities and their contribution to society.
6. Good knowledge of the academic structures and functions of the University.