

Candidate Information

Position:	Executive Personal Assistant to the Vice-Chancellor
School/Department:	Vice-Chancellor's Office
Reference:	18/106982
Closing Date:	Tuesday 11 December 2018
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Wednesday 16 January 2019

JOB PURPOSE:

The Executive Personal Assistant to the Vice-Chancellor will provide professional and confidential administrative support to the Vice-Chancellor and Head of the Vice-Chancellor's Office and provide a senior PA service to the Vice-Chancellor.

MAJOR DUTIES:

1. Be the principal point of contact for the Vice-Chancellor and provide a highly professional interface between the Vice-Chancellor and key internal and external contacts.
2. Manage the Vice-Chancellor's schedule, using own initiative to prioritise all internal and external demands/ requests and ensuring key deadlines are met. Dealing with many intricate, highly confidential and sensitive issues and ensuring engagements and events are appropriately prioritised and managed in order to meet both the University's and the Vice-Chancellor's requirements. Manage the Vice-Chancellor's correspondence.
3. Responsible for organising high profile visits to the University as requested by the Vice-Chancellor. Liaising with colleagues across the University in planning and organising all aspects of key visits, ensuring a highly professional and efficient approach.
4. Undertake administration relating to Honorary Graduates, to include drafting of honorary degree citations, correspondence with Honorary Graduates from the Vice-Chancellor, preparation of background documentation for Communications Office, hosting Honorary Graduates and their guests and any other duties as may be required.
5. Provide administrative support for relevant committees, working groups and workshops, including those established to take forward key priorities. This will include preparation of agendas, drafting of minutes and relevant papers and coordinating follow-up actions and responses from senior managers.
6. Analyse information and prepare briefing documentation to ensure the Vice-Chancellor is fully updated on relevant issues and has all background and supporting materials for each engagement in his schedule.
7. Co-ordinate and manage the provision of support for the Vice-Chancellor in respect of speeches etc., including researching relevant background material.
8. Manage and maintain an intelligent and informed oversight of the flow of information and communications into and out of the Vice-Chancellor's Office. Support the resolution of issues and queries, independently providing advice, briefings and support to staff at all levels.
9. Coordinate the assignment of the Vice-Chancellor's action items to senior staff and management, following up on action items and ensuring timely completion or extension of deadlines.
10. Undertake all aspects of administration required to support the Vice-Chancellor's membership of external professional bodies (eg Russell Group, Universities UK).
11. Manage complex travel requirements for the Vice Chancellor and Head of the Vice-Chancellor's Office (including travel schedules and itineraries visas, air travel, car rentals, ground transportation and hotel reservations); prepare and process all necessary purchase orders and process necessary paperwork to obtain reimbursement for travel expenses.
12. Use professional judgement in providing guidance and making decisions to ensure the University is protected legally at all times.
13. Develop and maintain effective and efficient databases and information systems, including those which facilitate the major activities in which the Vice-Chancellor is involved. Carry out detailed analysis of business information and make recommendations to support decision making.

14. Carrying out any other duties which are appropriate to the post as may be reasonably requested by the Vice-Chancellor, senior officers and administrative staff in the Vice-Chancellor's Office.
15. Manage the workload and delegate as appropriate to the Vice-Chancellor's Secretary.

Planning and Organising:

1. Plan and organise relevant activities in order to meet the needs of both the University and the Vice-Chancellor.
2. Continuously prioritise and organise own workload to respond to demanding, urgent and competing deadlines.
3. Manage Vice-Chancellor's activities in response to conflicting demands to allow high level objectives to be met.
4. Review and initiate changes to improve performance.
5. Contribute to organising short / medium or long term developments based on extensive knowledge of the University.

Resource Management Responsibilities:

1. Manage the Vice-Chancellor's expenses, within an agreed budget, to include all expenses associated with extensive international travel.
2. Manage the workload of the Vice-Chancellor's Secretary, delegating work as necessary to other staff in the Vice-Chancellor's Office.

Internal and External Relationships:

1. Actively manage important relationships, in a highly professional manner, within the University and with external contacts in support of the Vice-Chancellor and the work of the University.
2. Liaise with Senior University staff to support own work activities and the work of the Vice-Chancellor's Office.
3. Attend relevant internal and external meetings to ensure that the Vice-Chancellor and the Vice-Chancellor's Office are appropriately represented.
4. Deal with staff at all levels in the University and externally, using tact and diplomacy, involving elements of discussion, influencing and negotiation.

ESSENTIAL CRITERIA:

1. Degree plus 3 years' relevant experience OR relevant academic or vocational qualifications (e.g. Institute of Administrative Management or Private and Executive Secretary's Diploma) with at least 5 years' recent relevant experience.
2. Relevant experience providing a direct high level of administrative support to a Chief Executive/Director to include:
 - Coordinating the work schedule of and flow of information to and from the CE/Director.
 - Dealing with confidential and sensitive information.
 - Dealing with high level visitors to the University.
 - Planning and progressing work activities within professional guidelines or organisational policy, using initiative and independent judgment in their application.
3. Capability to prioritise, plan and adhere to strict deadlines.
4. High level of attention to detail.
5. IT literacy and up to date practical experience of relevant software packages including Microsoft Office in a working environment.
6. Analytical skills and ability to analyse and distil complex information to problem solve and / or inform decision making.
7. Ability to communicate both orally and in writing to a very high standard and relate to others at all levels both internally and externally.
8. Ability to work on own initiative and as part of a team.

DESIRABLE CRITERIA:

1. Experience of working in Higher Education
2. Detailed operational knowledge of University systems and procedures, committee structure and flow of business.