

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Personal Assistant to Dean, School of Media and Communication

**Accountable to:** Dean of School of Media and Communication

**Contract Length:** Permanent

**Hours per week/FTE:** 35

**Weeks per year:** 52

**Salary:** £28,274 pa

**Grade:** 3

**College/Service:** London College of Fashion

**Location:** 40 Lime Grove, London, W12 8EA

### Purpose of Role:

To provide a confidential secretarial and administrative service to the Dean. The post holder will also provide some organisational support to the School Programme Directors and/or Line Managers within the School as appropriate. The post-holder will co-ordinate work related meetings of the School as well as manage the personal office of the Dean. The ability to deal with confidential issues and a professional approach to all transactions carried out on behalf of the Dean, including discreet handling of personal and confidential files are essential qualities for this post.

### Duties and Responsibilities

- To support the Dean in managing the Office
- To work with the Dean to plan and prioritise workloads to ensure that deadlines for action are met; monitoring deadlines and prompting further action as required; developing a meetings' schedule to reflect deadlines relating to agendas, reports and minutes.
- To organise and record School senior staff meetings, preparing agendas, formatting minutes and compiling points for action in conjunction with the Dean.
- To organise room bookings, the provision of refreshments and distribution of papers.
- To manage the diary, co-ordinating activities, events and meetings to optimise the use of the Dean's time.
- To maintain the information required by the Dean and develop appropriate information retrieval systems (paper-based and electronic).
- To research, retrieve and collate information from a range of internal and external sources, working in collaboration with agencies and other departments where necessary.
- To proactively filter, process and channel incoming communications to the Deans Office and take action where appropriate; processing incoming mail and e-mail, monitoring incoming messages and sending appropriate communications on behalf of the Dean, providing supporting information as required. In the absence of the Dean, directing communications to appropriate senior colleagues in the School for action.
- To format and produce high quality letters, memos, minutes, e-mails, reports and presentations to deadlines and in house-style, using appropriate software.
- To maintain records of staff development, training, teaching observations and research activity for the School.
- To project manage special events and high profile guest visits which relate to School wide activity.
- To coordinate travel arrangements on behalf of the Dean, and other academics in the school, and assist with related arrangements for external visitors to the School as required.

- To monitor income and expenditure against the Dean's budgets and external industry sponsored projects, raising purchase orders for authorisation and securing confirmation of invoices and processed payments.
- To work collaboratively with the School Programme Lead Administrator e.g. in data collection and statistical analysis, and clerking of Senior Staff Team meetings and any other ad hoc meetings as requested by the Dean.
- To organise internal School events as and when required, for example; school planning days, retirement/leaving functions, School Away-days etc.
- To support the organisation of the School external Speaker Programme and Practitioners in Residence, for example, through co-ordinating room bookings and posting announcements in relation to the Programme on course Moodle sites.
- To liaise with external agencies, such as Livery Companies, fashion industry professionals and external academics, as necessary and as required by the Dean of School or Programme Lead Administrator.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Dean of School of Media and Communication
- Programme Lead Administrator for the School
- PA to Pro Vice Chancellor
- College Executive Group PAs
- School of Media and Communication academic staff team.

#### **Specific Management Responsibilities**

**Budgets:** N/A

**Staff:** N/A

**Other** School office rooms (three)

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: PA to Dean of School of Media and Communication****Grade: 3**

Person Specification	
Specialist Knowledge/ Qualifications	Relevant qualification e.g. A level or equivalent experience  Relevant Degree qualification is desirable
Relevant Experience	Significant relevant office experience
	Significant relevant administrative experience
	Significant experience of working in a supporting role
	Significant experience of writing reports and formatting presentations
	Relevant experience of diary management
	Experience of committee servicing and minute taking
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

**Last updated: 16/05/2016**