

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Personal Assistant to the Dean
of Media at LCC

Accountable to: Dean of Media

Contract Length: Permanent

Hours per week/FTE: 35 per week

Weeks per year: 52

Salary: £28,274 - £34,515

Grade: 3

College/Service: London College of Communication

Location: Elephant & Castle, SE1

Purpose of Job:

The Personal Assistant will provide administrative support to the Dean of Media at the LCC. All support staff work directly and indirectly with students, academic and technical staff. The post holder will have demonstrable PA/Secretarial qualifications and experience of at least 3-5 years, be a good team player and may be expected to deputise for other administrative staff as and when required.

Duties and responsibilities

- Handle all correspondence, inbox management, diary management, monitoring expenses, meeting schedules and travel arrangements for the Dean.
- Handle telephone enquiries from staff, students and members of the public.
- During the Dean's absence, assess the importance of correspondence and other communications for action by others.
- Prepare (and where necessary, draft) high quality correspondence and other communications for action by the Dean.
- Prepare high quality reports, abstracts, presentations and correspondence on behalf of the Dean.
- Liaise and communicate effectively with personnel in the Academic teams, College and Central Admin Office at all levels and with senior representatives of external organisations.
- Clerk meetings as required, (which may include Examination Boards) setting of agenda, minute taking, distributing papers and following up action points.
- Meet and transact with a wide range of visitors and to arrange hospitality for meetings and functions.
- Maintain and develop files and records relating to the work of the Dean, including personnel and student files at an appropriate level of confidentiality, staff development, staff attendance, School calendar and meeting room bookings.
- To assist in planning and organising events, including away days.
- During the absence of one or more of the Principal Lecturers, assess the importance of correspondence and other communications for action by the Dean and others.
- To perform such duties consistent with your position as may from time to time be assigned to

you anywhere within the University.

- To undertake health & safety duties and responsibilities appropriate to the post.
- Demonstrate a commitment to the University's Equal Opportunities Policy and an understanding of how it operates within the responsibilities of this post.
- Demonstrate a commitment to your own development and that of your staff through effective use of the University's appraisal and staff development process.

Resources Managed

Budgets: NA

Staff: NA

Other (e.g. accommodation; equipment): NA

HERA Ref - IS RO 13

Job Title: PA to Dean

Grade: 3

| Person Specification | |
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| Specialist Knowledge/Qualifications | Relevant qualification – Degree or equivalent Knowledge of the Higher Education environment |
| Relevant Experience | <ul style="list-style-type: none">• Significant PA/Secretarial experience• High level experience of providing support at Dean (or equivalent) level in HEI sector• Highly developed organisational skills• Diary management and arrangement of meetings• Minuting meetings• Significant experience of providing high-level secretarial services• Respect of confidentiality of information• Calm approach especially when working under pressure• Strong experience of IT Skills – Intermediate to Advanced Level, including MS Office, Internet, Email and Electronic Diaries• Excellent interpersonal skills with a high degree of tact and diplomacy.• Ability to relate appropriately to senior staff and visitors |
| Communication Skills | Communicates effectively orally, in writing and/or using visual media. Ability to provide routine oral and written information clearly and concisely and is able to understand and explain technical terms commonly in use in own area of work. |
| Planning and Managing resources | Ability to create realistic plans to achieve own deadlines and objectives, effectively managing workload and prioritising own work |
| 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 |

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