

## JOB DESCRIPTION

**Job Title:** Personal Assistant to the Dean of Academic Programmes, Central Saint Martins

**Accountable to:** College Executive Officer

**Contract Length:** Permanent

**Hours per week/FTE:** 35 / 1.0

**Weeks per year:** 52

**Salary:** £28,274 - £34,515 per annum

**Grade:** 3

**College/Service:** CSM / Innovation and Business

**Location:** King's Cross, Granary Building

### **Purpose of Role:**

To provide PA support to the Dean and administrative project support to an Associate Dean.

### **Duties and Responsibilities**

- Acting as an ambassador for the Dean by developing a sound understanding of the areas of responsibility that fall within the Dean's remit.
- Developing effective working relationships with relevant colleagues from within the College and across the University.
- Collating information and documentation: researching, producing, formatting and proof reading reports, documentation and presentations.
- Organising and recording meetings to include developing meeting schedules, preparing agendas, drafting minutes and compiling points for action and following up as required.
- Prioritising incoming communications for the Dean, including responding/drafting responses on their behalf or redirecting to relevant colleagues as appropriate.
- Co-ordinating the Dean's travel and accommodation arrangements including advising on visas, cultural and other in-country requirements; arranging a coherent itinerary whilst adhering to the University's travel and expenses policies.
- Co-ordinating projects on behalf of the Dean. Developing, implementing and/or overseeing project plans across a range of areas within CSM.
- Liaising with appropriate teams across the College to coordinate events such as staff meetings, away days and private view receptions including visits by internal and external agencies, and working with others on their delivery as appropriate.
- Managing the diary of the Dean and maintaining and updating relevant College Calendars.
- Completing the Dean's monthly credit card statements and expenses and assist with budget monitoring.
- Setting up and maintaining appropriate systems for storage and retrieval of information that optimise the technology available and support the University's sustainability goals.
- Providing administrative project support to an Associate Dean.

### **General**

- To perform such duties consistent with your role that might be assigned to you from 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 and to make 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, staff and external partners with whom regular contact is required:

- College and UAL staff
- External contacts

**Specific Management Responsibilities**

- **Budgets:** N/A
- **Staff:** N/A
- **Other** (e.g. accommodation; equipment): N/A

Signed: KWH  
(Recruiting Manager)

Date of last review: July 2018

Person Specification	
Specialist Knowledge/ Qualifications	<p>Educated to A Level or equivalent relevant experience.</p> <p>Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post: MS Office, email, intranet, internet and has a willingness to learn new system as the role demands.</p>
Relevant Experience	<p>Has relevant experience and is able to work independently, using initiative, whilst maintaining confidentiality.</p> <p>Has significant administrative experience.</p> <p>Experience of committee servicing and minute taking demonstrating the ability to write accurately with attention to detail.</p> <p>Experience of being involved in internal networks, ensuring accurate information is passed to the most appropriate people in a timely fashion to improve working practices.</p> <p>Experience of event co-ordination including working with external stakeholders when necessary to ensure the successful delivery of an event.</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
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: July 2018**