

## Job Description

### Executive Assistant to President & Vice-Chancellor

Job Description	
<b>Team</b> President and Vice Chancellor's Office	<b>Location</b> High Holborn
<b>Contract Length</b> Permanent	<b>Hours per week / FTE</b> 35 hours per week / 1FTE
<b>Accountable to</b> Head of the President's Office	<b>Weeks per year</b> Full time
<b>Salary</b> £36,532.00 - £44,865.00 per annum	<b>Grade</b> 4

Job Description
<p><b>Purpose of Role</b></p> <p>To provide effective and professional administrative support to the President &amp; Vice-Chancellor and wider immediate team in a fast-paced working environment and to take a proactive role in providing full administrative support to VCs priority projects, engaging with the full breadth of the P&amp;VC portfolio, and working with colleagues across UAL.</p>
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>To provide personal support to the President &amp; Vice-Chancellor, ensuring the effective day to day management of the diary, prompt engagement with correspondence in all forms, travel arrangements, scheduling meetings and greeting visitors, always acting as an ambassador for the President's office.</li> <li>To proactively plan and manage the P&amp;VC's engagement schedule, ensuring alignment with the academic calendar, other key commitments and developing effective hybrid working patterns. This includes administering room bookings and meeting invitations and maintaining schedules that support forward-planning.</li> <li>To provide administrative support to the P&amp;VC and immediate team with strategic and operational planning and away days. This will include supporting relevant meetings, drafting agendas and meeting notes, collating reports and papers and ensuring that business aligns with Executive Board schedules, as well as coordination between portfolios and projects.</li> <li>To monitor and track action required by Executive Board and all relevant committees on behalf of the P&amp;VC and follow up to ensure it is acted upon.</li> </ul>

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- To support the P&VC in managing his workload, identifying which tasks need to be done when, and helping keep track of actions he has to do and which the team have committed to do.
- To manage small projects emerging from the P&VC's portfolio, as required. This may involve providing administrative support to working groups, setting expectations and timelines, as well as coordinating and collating information.
- To take a lead on organising internal and external events, including sourcing, and booking venues, ordering catering, and ensuring appropriate audio-visual equipment is available, organising speakers and delegates, preparing itineraries, collating and circulating event literature.
- To research and collate information to support preparation of reports and committee papers and to prepare initial drafts of correspondence, presentations, and reports on behalf of President & Vice-Chancellor, in collaboration with the immediate P&VC Team.
- To support communications for P&VC's office, which may include drafting announcements, maintaining mailing lists and updating intranet pages in collaboration with the University's communication team.
- To support with budget management, assisting with the monitoring process, organisation, and dissemination of information as directed.
- To work collaboratively with the network of Executive Assistants across the University, establishing and sharing collegiate good practice and to provide and co-ordinate absence cover as necessary to always ensure the provision of a quality professional service.
- To provide HR administration associated with staff recruitment processes and appraisal, in accordance with the University's policies and procedures, liaising with the University's HR Department.
- To undertake purchasing and booking requirements in line with the University's policies and procedures, as laid down by Financial Regulations, liaising with the University's Finance Department.
- To prepare the reconciliation of P&VC expenses claims.
- To develop and maintain appropriate electronic storage and retrieval system for filing and information for P&VC and the immediate team.
- To work with confidential and sensitive information ensuring that the University meets its obligations under the General Data Protection Act, working to the highest standards.
- To maintain coordinated holidays calendars and sickness absence records for the immediate P&VC team and maintain a summary for all EB members.

## **General**

- To perform such duties consistent with your role as may from time to time be

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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 –**

President and Vice-Chancellor

Head of the President's Office

University Secretary

Deputy Vice-Chancellors and members of Executive Board

Directors of Service

## **Specific Management Responsibilities**

**Budgets:** Events and office budgets as directed  
VC expenses claims

**Staff:** Temporary ad hoc administrative project support as required

**Other:** None

Signed \_\_\_\_\_ (Recruiting Manager)

Date of last review November 2022

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## Person Specification

**Job Title - Executive Assistant President & Vice-Chancellor**

**Grade - 4**

Person Specification	
Specialist Knowledge/ Qualifications	Educated to Degree level <b>or</b> equivalent relevant experience  High standard of English language proficiency, including knowledge of the correct use of punctuation
Relevant Experience	Significant administrative experience working with senior level and/or high-profile individuals, as a personal or executive assistant  Proficient in MS Office (Office 365 including Word, PowerPoint, Outlook, SharePoint, OneDrive)  Experience of using online tools for diary management, financial administration, and HR administration  Experience of co-ordinating senior level meetings; demonstrating the ability to write accurate notes with attention to detail  Experience of project work and planning to deadlines  Administrative experience in a large or complex organisation or education, preferably Higher Education
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	Builds and maintains positive relationships with students and colleagues across the University

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Person Specification	
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.

The application form sets out several competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.