

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** PA to the Executive Team for Central Saint Martins (CSM)

**Accountable to:** Director of College Administration

**Contract Length:** permanent

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

**Weeks:** All

**Salary:** £31,777 - £38,468 per annum

**Grade:** 3

**College/Service:** Central Saint Martins (CSM)

**Location:** King's Cross, N1C 4AA

### Purpose of Role:

The post holder will provide high-level PA support to the Executive team and wider Senior Management team, as a member of the Executive Support Team. They will have to work directly and indirectly with students, academic, technical and professional services staff.

The Executive support will include; diary management, writing minutes and preparing other meeting papers, executive team liaison with external and internal stakeholders. The post holder will have demonstrable PA/secretarial qualifications and experience of at least 2 years, be a good team player and maybe expected to deputise for other administrative staff in the team as and when required.

### Duties and Responsibilities

- Provide PA support to the Executive team, as required, and administrative support to the wider College Senior Management.
- Support the coordination of committee and Executive meetings; preparing papers, invites, clerking (minuting) meetings, archiving documents and following up on action points.
- Diary management: coordinating activities, events and meetings.
- Support relevant members of the Executive team with their day-to-day email inbox management, organisation of files and folder structures and general planning and organisation of work according to agreed College priorities.
- To receive visitors and arrange appropriate hospitality.
- To coordinate local and cross-College events, such as staff meetings, Away Days and private view receptions, including visits by internal and external agencies, liaising with appropriate teams across the College and working with others on their delivery as appropriate.
- 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.
- Prioritising incoming communications including responding/drafting responses and redirecting to relevant colleagues as appropriate.
- To provide administrative support for projects as appropriate.
- Provide support and cover for colleagues as and when and when required.

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- Maintaining information as required and developing appropriate information retrieval systems (paper-based and electronic). Researching and retrieving information from a range of external sources.
- Formatting and producing (and where necessary, drafting), memos, e-mails, reports and presentations to deadlines and in UAL and CSM house-style, using appropriate software.
- Making travel arrangements as required.
- 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 Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage 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.

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**Grade: 3**

The application form sets out a number of 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.

Person Specification	
Specialist Knowledge/Qualifications	<p>EA, PA or equivalent administrative experience (experience of at least 2 years).</p> <p>Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post: O365 literate and has a willingness to learn new systems 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.
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