

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> CCW PA to 'Director of College Administration' <b>AND</b> 'Head of Technical Resources'	<b>Accountable to:</b> CCW Executive Assistant	
<b>Contract Length:</b> Permanent	<b>Hours per week:</b> 35	<b>Weeks:</b> All
<b>Salary:</b> £28,274 - £34,515 (potential to £36,322 within Contribution Range)	<b>Grade:</b> 3	
<b>College/Service:</b> Camberwell, Chelsea and Wimbledon (CCW)	<b>Location:</b> Millbank, John Islip Street	

### Purpose of Role:

The post holder will provide high level PA /Executive administrative support to nominated members of the Executive team; they will also provide general administrative support to the wider team as required.

The PA will be the first point of contact for their respective areas and liaise with staff across the CCW Colleges and the University and with external bodies. They will also work directly and indirectly with the Academic, Technicians and Administrative staff, and Students.

### Duties and Responsibilities

- To provide PA/Executive administrative support to designated members of the Executive team, developing a sound understanding of their areas of responsibility.
- Provide administrative support to the wider Executive team that will support cross CCW working, i.e., Subject related events, Termly Trade Union meetings. On occasions, this may mean working in conjunction with other PAs.
- Diary management: co-ordinating activities, events and meetings.
- To receive visitors and arrange appropriate hospitality.
- Organising and recording meetings to include developing meeting schedules, preparing agendas, drafting minutes and compiling points for action and following up as required. Examples include local meetings (BUGs or equivalents) and/or CCW wide meetings (CCW Health and Safety Committee).
- 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.

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- To provide administrative support for projects as appropriate
- Cover for colleagues where necessary.
- 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, memos, e-mails, reports and presentations to deadlines and in 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 Equal Opportunities Policy and the Staff Charter, promoting equality and diversity 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.

- Director of College Administration
- CCW Executive Assistant
- CCW Executive Team
- HR Teams
- Staff within the College and UAL
- Students
- External contacts

## **Specific Management Responsibilities**

**Budgets:** N/A

**Staff:** N/A

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

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Job Title: PA Administrative Grade 3

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
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