

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Personal Assistant to Associate Dean, Research

Accountable to: Associate Dean of Research

Contract Length: Maternity cover, six months in the first instance

Hours per week/FTE: 35

Weeks per year: 52

Salary: £28,274 pa

Grade: 3

College/Service: London College of Fashion

Location: 20 John Princes Street, London, W1G 0BJ

Purpose of Role:

To provide a confidential coordination and administrative service to the Associate Dean. The post holder will liaise with the PA support for College Deans of Schools, Associate Deans, and wider College Executive and Operating Groups, including International, IER, Enterprise and Estates teams, Director of Administration and Head of College, in addition to University management and administration.

The post holder will liaise with, and provide some organisational support to the College research admin team and line managers within the Research Department as appropriate, the Schools Research and PhD Coordinators, College Research Centres and Hubs, Research Committee (CRC) and Research Degrees Committee (CRDC) and University of the Arts Research Management Administration (RMA).

The post-holder will coordinate meetings with both internal and external UK and International academic and industry partners and manage work related meetings of the department as well as the personal office of the Associate Dean. The ability to deal with confidential issues and a professional approach to all transactions carried out on behalf of the Associate Dean, including discreet handling of personal and confidential files are essential qualities for this post.

Duties and Responsibilities

- To work with the Associate Dean to plan and prioritise workloads to ensure that deadlines for action are met; monitoring deadlines and prompting further action as required; developing a live schedule to reflect deadlines relating to agendas, reports and minutes.
- To manage the diary, co-ordinating activities, events, meetings, UK and International travel and to optimise the use of the Associate Dean's time and to assist with related arrangements for external visitors to the department as required.
- To support the Associate Dean in managing the office and schedule mid-year (Jan/Feb) and annual (May/June) PRA meetings.
- Liaising with Research Centre, Lab and Hub Directors and Admin teams on a variety of matters including management, committee meetings, funding, events and conference planning etc.
- To coordinate meetings with both UK and International academic and industry partners. Liaising with partners in relation to the College's move to Stratford (2022). Preparing agendas and distribution of papers for these meetings.
- To plan and schedule, alongside the College Research Admin Team, and UAL RMA, the yearly cycle of PhD application review and interview processes, including those for scholarships. This may involve coordinating approx 15 – 20 diaries to enable an efficient pre review and selection process – in addition to a 5 day period of interviews (April- June) and selected applicant scholarship interviews.
- To maintain the information required by the Associate Dean and develop appropriate information retrieval

systems (paper-based and electronic) and research, retrieve and collate information from a range of internal and external sources, working in collaboration with agencies and other departments where necessary.

- To work collaboratively with the Research Admin Team e.g. in data collection and statistical analysis, and clerking any other ad hoc meetings as requested by the Associate Dean.
- To organise and project manage Research Department events as and when required, for example; planning days, away days, retirement/leaving functions etc. and high profile guest visits which relate to department wide activity.
- To proactively filter, process and channel incoming communications to the Associate Dean's Office and take action where appropriate; processing incoming mail and e-mail, monitoring incoming messages and sending appropriate communications on behalf of the Associate Dean, providing supporting information as required. In the absence of the Associate Dean, directing communications to appropriate senior colleagues in the department for action.
- To support recruitment and induction processes for new staff. This includes scheduling interview panels and collating induction schedules.
- To plan and organise staff training as necessary throughout the year, liaising across university to facilitate.
- To format and produce high quality letters, memos, minutes, e-mails, reports and presentations to deadlines and in house-style, using appropriate software.
- To organise room bookings, the provision of refreshments and distribution of papers.
- To process the Associate Dean's credit card reconciliations and expenses.
- 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 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.

- Associate Dean Research
- Research Admin Team
- Research Academics
- UAL Research Management Administration
- PA to Pro Vice Chancellor
- College Operating and Executive Group PAs
- School Research Coordinators
- PhD Research Coordinators
- Research Centres, Labs and Hub leads
- University Management
- Stratford Partners

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other N/A

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: PA to Associate Dean of Research**Grade: 3**

Person Specification	
Specialist Knowledge/ Qualifications	Relevant qualification e.g. A level or equivalent experience
	Relevant Degree qualification is desirable
Relevant Experience	Significant relevant office experience
	Significant relevant administrative experience
	Significant experience of working in a supporting role
	Significant experience of writing reports and formatting presentations
	Relevant experience of diary management
	Experience of committee servicing and minute taking
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

Last updated: 18/04/2018