

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Personal Assistant to Dean, School of Media and Communication		Accountable to: Dean of School of Media and Communication
Contract Length: Permanent	Hours per week/FTE: 35	Weeks per year: 52
Salary: £29,851.00 - £36,377.00pa		Grade: 3
College/Service: London College of Fashion		Location: 40 Lime Grove, London, W12 8EA and moving to Stratford in 2023

Purpose of Role:

To provide a confidential secretarial and administrative service to the Dean. The post-holder will co-ordinate work related meetings of the School, as well as manage the personal office of the Dean. The post holder will also provide organisational support to the Associate Dean and the School Programme Directors. The ability to deal with confidential issues and a professional approach to all transactions carried out on behalf of the Dean, including discreet handling of personal and confidential files are essential qualities for this post.

Duties and Responsibilities

- To support the Dean in managing the School Office, requiring onsite presence.
- To work with the Dean to plan and prioritise workloads to ensure that deadlines for action are met; monitoring deadlines and prompting further action as required; developing a meetings' schedule to reflect deadlines relating to agendas, reports and minutes.
- To provide organisational support to the School Senior Leadership Team as may be appropriate.
- To organise and record School senior staff meetings, preparing agendas, formatting minutes and compiling points for action in conjunction with the Dean.
- To act as the School's point of contact on campus, directing and assisting both students and staff.
- To organise room bookings, the provision of refreshments and distribution of papers.
- To manage the diary, co-ordinating activities, events and meetings to optimise the use of the Dean's time.
- To maintain the information required by the Dean and develop appropriate information retrieval systems (paper-based and electronic).
- To research, retrieve and collate information from a range of internal and external sources, working in collaboration with agencies and other departments where necessary.
- To proactively filter, process and channel incoming communications to the Deans Office and take action where appropriate; processing incoming mail and e-mail, monitoring incoming messages and sending appropriate communications on behalf of the Dean, providing supporting information as required. In the absence of the Dean, directing communications to appropriate senior colleagues in the School for action.
- To format and produce high quality letters, memos, minutes, e-mails, reports and presentations to deadlines and in house-style, using appropriate software.
- To maintain records of staff development, training, teaching observations, research, and knowledge exchange activity for the School.

- To support the management of special events and high-profile guest visits which relate to School wide activity.
- To coordinate travel arrangements on behalf of the Dean, and other academics in the school, and assist with related arrangements for external visitors to the School as required.
- To monitor income and expenditure against the Dean's budgets and external industry sponsored projects, raising purchase orders for authorisation and securing confirmation of invoices and processed payments.
- To work collaboratively with the School Programme Lead Administrator e.g. in data collection and statistical analysis, and clerking of Senior Leadership Team meetings and other College meetings chaired by the Dean
- To organise internal School events as and when required, for example; school planning days, retirement/leaving functions, School Away-days etc.
- To support the organisation of the School external Speaker Programme and Practitioners in Residence, for example, through co-ordinating room bookings and posting announcements in relation to the Programme on course Moodle sites.
- To liaise with external agencies, such as Livery Companies, fashion industry professionals and external academics, as necessary and as required by the Dean of School or Programme Lead Administrator.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To provide additional executive support where needed.
- 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 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.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Dean of School of Media and Communication
- School of Media and Communication Senior Leadership Team
- School Support Administrator
- PA to Pro Vice Chancellor
- College Executive Group PAs
- School of Media and Communication academic staff team.

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other School office rooms (three)

Signed _____ Date of last review _____
(Recruiting Manager)

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Grade: 3

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

Last updated: 16/05/2016