

## **BISHOP GROSSETESTE UNIVERSITY**

### **JOB DESCRIPTION**

<b>Title:</b>	PA to the Vice-Chancellor (VC)
<b>Grade:</b>	Grade 3
<b>Responsible to:</b>	Executive Officer to the Vice-Chancellor
<b>Directly supervised by:</b>	Executive Officer to the Vice-Chancellor

### **Job Summary**

Supporting the provision of efficient and professional administrative support services to the Vice-Chancellor and the day-to-day running of the Vice-Chancellor's Office. Acting as a point of initial contact for enquiries to the Vice-Chancellor's Office dealing with straightforward matters and directing other matters to colleagues as appropriate.

### **Detailed Responsibilities**

- 1 To act as the first point of contact for the Vice-Chancellor's Office. This will include:
  - taking the lead on diary co-ordination and management, arrangements for external engagements, processing of expenses, telephone calls, drafting of correspondence, meeting and greeting visitors; and
  - supporting the administration of meetings.
- 2 To support the Executive Officer to the VC in ensuring smooth planning for meetings and diary commitments, ensuring that deadlines are met and that the VC is adequately briefed and prepared prior to diary commitments.
- 3 To provide personal administrative and secretarial assistance to the Vice-Chancellor in a flexible and responsive manner, working collaboratively with the relevant members of staff to ensure a seamless and professional overall service.
- 4 To liaise with a wide variety of internal and external contacts to assist the Vice-Chancellor in their duties. Dealing with email, telephone and face-to-face enquiries.
- 5 Supporting the administration of meetings, both internal and external, (agreeing dates, booking venues, organising catering, liaising with attendees, producing paperwork and taking minutes) in line with current protocols, guidance and Codes of Practice.
- 6 To work with other departments as appropriate to support the organising of University events involving the Vice-Chancellor. Occasional attendance at out-of-hours meetings / events may be required.
- 7 To exercise discretion and maintain confidentiality.
- 8 To work with a high level of attention to detail and to create and maintain accurate records as required.

## **PERFORMANCE MONITORING AND REVIEW**

- 10 To agree objectives and targets with the Executive Officer to the Vice-Chancellor and participate in the staff appraisal process.
- 11 To attend appropriate training and staff development sessions.
- 12 To report on activity as requested.

## **HEALTH AND SAFETY**

- 13 To discharge all relevant health and safety responsibilities.

## **GENERAL**

- 14 To act in accordance with the requirements of the University's policies and Codes of practice, including the Data Protection Policy.
- 15 To maintain professional standards in relationships, demonstrating a commitment to upholding Equal Opportunities and Diversity principles at all times.
- 16 To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.
- 17 Any other duties, commensurate with the grade of the post as may reasonably be requested.

## **MAIN CONTACTS**

Vice-Chancellor

Executive Officer to the Vice-Chancellor

## **LIMITS OF AUTHORITY**

The post-holder must operate within the University's guidelines, procedures and regulations.

The post holder must comply with the University's Financial Regulations, Equal Opportunities Policy, Race Equality Policy, Health and Safety Policy and other relevant University policies, legislation and best practice.

**PERSON PROFILE**  
**PA to the Vice-Chancellor**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Qualifications and Special Training</b>	Educated to A-level or equivalent with a demonstrable competence in English and Maths.	
<b>Knowledge and Skills</b>	<p>Excellent written and verbal communication skills.</p> <p>Proficient user of IT, especially MS Office.</p> <p>Ability to work independently and demonstrate initiative, whilst being aware of when it is appropriate to seek advice.</p> <p>High level of numeracy.</p> <p>Exceptional organisational skills.</p> <p>Interpersonal skills.</p>	Knowledge of the requirements of professional support services in higher education.
<b>Experience</b>	<p>Experience of providing a comprehensive administrative/secretarial support with a high workload.</p> <p>Experience of working in a demanding office environment, performing a wide range of administrative tasks.</p> <p>Experience of prioritising own workload.</p> <p>Experience of complex diary management.</p> <p>Experience of taking minutes at meetings and collating papers and information for distribution.</p>	Experience of working within higher or further education/ supporting senior staff.
<b>Personality Attributes</b>	<p>Methodical with a high level of attention to detail.</p> <p>Be adaptable to changing demands and have a flexible approach to work.</p> <p>Able to exercise discretion and maintain confidentiality.</p> <p>Able to interact in a professional and courteous manner with different stakeholders.</p> <p>Willing to undertake further training as required.</p>	