

Job Description

Job Title	Personal Assistant
School/Service	School of Nursing and Midwifery
Grade	E
Responsible to	Head of School
Responsible for	N/A

Job Purpose:

To provide a comprehensive personal assistant and administrative service to the School Leadership team.

Role holders are expected to work collaboratively and flexibly to meet ongoing business requirements, maintain appropriate cover and coordinate the full range of administrative functions and events. This may involve changes to responsibilities and working in different areas as required.

Main Duties and Responsibilities:

1. To provide a comprehensive personal assistant service including diary and email management, assisting with personal organisation, setting up and maintenance of filing systems, fact finding, dealing with telephone calls and enquiries, drafting correspondence, arranging meetings/appointments including ordering catering and arranging car parking, receiving visitors, preparing papers, assisting with reports and the organisation of School events such as Away Days and conferences.
2. To provide support with finance processes in relation to Corporate/Purchasing Card, booking and arranging travel, accommodation, conferences, purchasing goods and services in line with Financial Regulations.
3. To support with the recruitment of staff in liaison with the People Team, including organising interview arrangements and timely notifications to People Team colleagues in line with recruitment procedures.
4. Act as a point of contact for Staff Paid by the Hour (SPH) and Ad-hoc staff contracts and coordinating the recording of sickness absence in line with the University process.
5. To act as a central point of contact for the School for other Professional Services such as External Relations, Estates, LIS, Finance, etc. in relation to restructures, staff changes, staff recruitment and assist with access of space allocation; distribution of keys. To be proactive in signposting staff to self-service systems and guides as appropriate.
6. To provide diary management support. To assist with Workload Planning activities acting as a liaison point for the School. To provide support to the Head of School with activities specific to the School.
7. To arrange and service meetings relating to School including the preparation of agendas, minuting of meetings, distributing action sheets, maintaining up-to-date records and checking action taken and undertaking any follow up.
8. To support where required in University wide events such as Open/Applicant Days, Graduation, Welcome and Registration.
9. Other duties, specific to the School (commensurate with the grade of the role)

An ability to work flexibly is essential to ensure the University can achieve its objectives and aspirations. The post holder may be expected to undertake other duties as appropriate to the role and grade as requested by the manager to meet business needs. On occasion weekend/evening work may be required

Person Specification

Job Title	Personal Assistant
School/Service	Executive Dean / Head of School
Grade	E

Attributes	Essential	Desirable	Measured By
Work Experience	<p>Substantial recent experience working as a Personal Assistant or equivalent.</p> <p>Experience of managing a varied and demanding workload using initiative and excellent organisational skills.</p> <p>Experience and confident in the use of Microsoft Office suite of packages, electronic diary and filing systems.</p> <p>Experience of servicing meetings and of organising, updating and maintaining accurate records and information.</p> <p>Evidence of proactiveness in the continual review of working practices.</p>	<p>Experience of working in an education environment.</p> <p>Experience of financial administration.</p>	<p>Application form</p> <p>Interview</p>
Education/Qualifications	<p>A range of GCSEs, including English Language and Math's at Grade C or above, or appropriate equivalent experiential learning.</p> <p>Word Processing/typing/IT qualification or demonstrable equivalent experiential learning.</p>	<p>Level 3 qualifications (e.g. A-levels, BTECs, T-levels).</p>	<p>Application form</p>
Skills/Abilities	<p>Demonstrable evidence of both strong written and verbal communication skills to outline objectives and present information clearly and succinctly to individuals and groups.</p>	<p>Audio typing skills or willingness to learn.</p>	<p>Application form</p> <p>Interview</p>

	<p>Strong planning and organisational abilities to meet conflicting deadlines, with demonstrable ability to prioritise own workload.</p> <p>Minuting skills.</p> <p>Ability to service meetings.</p> <p>Demonstrable evidence of proficiency in the use of IT and Microsoft Office suite of packages and digital technologies.</p> <p>An awareness of confidentiality, GDPR and matters of IT security.</p> <p>Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.</p> <p>Proven ability to work consistently, with attention to detail, under pressure and meet deadlines.</p> <p>Evidence of being able to quickly assimilate complex information and provide expert opinion, reports or specialist advice.</p> <p>Ability to work collaboratively with all key stake holders and colleagues.</p> <p>Evidence of working unsupervised, being able to adapt to change, being solution-focussed, using initiative and making decisions.</p>		
Other	<p>Ability to be assertive, tactful and to maintain confidentiality with a high degree of self-motivation, flexibility and resilience with a positive and proactive approach.</p>		Application form Interview

	<p>A demonstrable commitment to service excellence and continuous improvement.</p> <p>Ability to problem solve, contribute ideas and solutions, and demonstrate initiative and flexibility.</p> <p>An understanding of and demonstrable commitment to the University's Values as a framework for decisions, actions and behaviours.</p>		
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