

## Job Description

### General Details

Job title:	Personal Assistant to the School Management Team (SMT) (CAE16/18)
School/Service:	School of Creative Arts & Engineering
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time working 37 hours per week
Grade/Salary:	Grade 4
Date Prepared:	August 2017

### Job Purpose

To provide a comprehensive personal assistant support role to members of the School Management Team (SMT).

### Relationships

Reporting to:	PA to the Dean
Responsible for:	N/A

### Main Activities

**The main activities of the post are:**

#### Secretarial & Administrative role

1. To plan, co-ordinate agendas for, assemble papers for and to take notes at meetings and to ensure follow up actions are completed.
2. To organise internal and external meetings on behalf of SMT members (including hospitality arrangements)
3. To set up and maintain filing arrangements for SMT members as appropriate, working closely with the PA to the Dean
4. To provide a professional meeting service, including telephone callers, e-mail and associated internet services, and personal visitors for all SMT members
5. To manage effectively the diary of nominated members of SMT members.
6. To screen and manage in-coming telephone calls, e-mail messages, correspondence, etc, in an appropriately structured and prioritised manner, including the preparation of acknowledgement responses and follow-on actions
7. To produce high-quality hard-copy documentation on behalf of SMT members, including internal and external correspondence, and the presentation of reports, committee papers, funding bids etc
8. To initiate correspondence on behalf of SMT members, including the composition of draft responses

9. To collate papers and related briefing material, using an appropriate bring-forward system, in advance of SMT Members schedule of meetings and appointments etc

#### **Personal Assistant role**

1. To develop and maintain appropriate administrative systems, utilising appropriate technology
2. To provide a personal 'aide-memoir' safety-net support service to SMT members including an appropriate range of memory-joggers, reminder-notes, and deadline-alerts, often as part of a 'start-the-day' briefing session
3. To co-ordinate the follow-up action planning arising from internal and external meetings involving SMT Members, specifically in relation to compliance with deadline dates, and the progress-chasing of action points .etc
4. To collate appropriate briefing material in relation to specified topics for SMT members, specifically in advance of meetings within the University and in preparation for meetings with external visitors and business meetings outside the University
5. To prepare high quality presentational material for use by SMT members, including the design and preparation of presentations etc to external audiences
6. To update and maintain, when required, spreadsheets, databases and tracker documents
7. To ensure the safe storage of electronic documents using the central facility to enable easy retrieval of information
8. To cover the activities of the Dean's PA during periods of leave or absence
9. To ensure high levels of confidentiality are maintained at all times
10. To undertake any other duties as requested by the Dean or members of the Senior Management Team.

#### **Special Conditions**

To be committed to working with the University to further improve the carbon footprint/environmental issues.

#### **Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

#### **Conditions of Service**

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.



# Person Specification

**Job Title:** Personal Assistant to SMT (CAE16/18)

**School/Service:** School of Creative Arts and Engineering

*The qualifications, experience, knowledge, skills and behaviours outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Recent experience of providing personal assistant support at a senior level, including experience of managing and organising complex/busy diaries, travel and meeting schedules	E	A/I
2	Proven administrative experience i.e. excellent organisational skills including time management, assessing priorities, organising work requirements and the ability to undertake multiple tasks/projects and meet agreed deadlines.	E	A/I
3	Excellent interpersonal skills and the ability to remain calm and work under pressure, along with evidence of being an effective and committed team player	E	A/I
4	An excellent eye for detail and experience of information/data management; meticulous in manipulation and application of detail	E	A/I
5	Excellent written and verbal communication skills, to a diverse group of stakeholders, and evidence of building a range of collaborative relationships	E	A/I
6	Experience of working in an environment requiring interpersonal sensitivity and confidentiality. The ability to use initiative and good judgment is essential	E	A/I
7	Ability to work effectively with a range of IT software packages, especially Microsoft Office (spreadsheets, databases, presentation graphics), Resourcelink and use of electronic storage of documentation in shared folders	E	A/I
8	Experience of providing a committee servicing role e.g. co-ordinate agenda, assemble papers, take notes and follow up actions	E	A/I
9	Knowledge and experience of working in a HE environment or similar	D	A/I

<p><b>*Key</b></p> <p>[A] Application form</p> <p>[I] Interview</p>	<p><b>To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'</b></p> <p><b>To be assessed during the interview process including selection tests or presentation, as appropriate</b></p>
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