

## Job Description

<b>General Details</b>	
Job title:	Personal Assistant to the Director and SMT (ECS18/01)
School/Service:	Estates and Commercial Services
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours per week (1.0 FTE)
Grade/Salary:	Grade 4
Date Prepared:	September 2018
<b>Job Purpose</b>	
<p>To be responsible for the provision of a confidential, professional PA support service to the Director and members of the Service Management Team (SMT) by effectively managing commitments, diaries and meetings, drafting and maintaining correspondence, completing administrative tasks, organising travel itineraries, meeting arrangements and liaising with key stakeholders. Also, to provide professional administration support for colleagues across the service.</p>	
<b>Relationships</b>	
Reporting to:	Director of Estates and Commercial Services
Responsible for:	N/A
<b>Main Activities</b>	
<ol style="list-style-type: none"> <li>1. First point contact point for the Director and SMT, proactively responding directly to enquiries including telephone callers, email and visitors to the department and forwarding general enquiries to the relevant member of staff</li> <li>2. Managing all correspondence, including mail, electronic communications and telephone enquiries on behalf of the Director and making telephone calls, drafting letters and e-mails that require a routine response on behalf of the Director, as appropriate.</li> <li>3. Managing all aspects of the Director and the SMT's diary, appointments, room bookings, catering requirements and diary clashes. Take the initiative on forward planning of diary commitments for the Director, being proactive on identifying any possible conflicts and prepare plans accordingly.</li> <li>4. Assisting in the preparation of papers and provide/produce relevant documentation in preparation for meetings, conferences and other activities including tracking meeting actions and task allocations for the SMT.</li> <li>5. Produce high quality documentation to support the Director and SMT to prepare for meetings, presentations,</li> </ol>	

committees etc.

6. To collate appropriate briefing material in relation to specified topics for, specifically in advance of meetings within the University and in preparation for meetings with external visitors and business meetings outside the University
7. Preparing secretariat support to meetings (including SMT meetings), as required, which will include minute taking, circulating agendas and associated papers/correspondence for future meetings.
8. Effectively managing the Director's filing system, filing and retrieving documents and reference materials and ensuring all documentation is up to date and easily available in a timely way
9. To provide a personal 'aide-memoir' safety-net support service to the Director and SMT including an appropriate range of memory-joggers, reminder-notes, and deadline-alerts.
10. 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
11. Organising travel and other arrangements for the Director and SMT when attending external meetings, conferences etc.
12. Creating a positive, productive working environment, ensuring that the office is well maintained, equipment is properly set up, all software is up-to-date.
13. Acting as the sickness absence co-ordinator for staff in the Service
14. To ensure high levels of confidentiality are maintained at all times
15. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs

Contribute to the maintenance of a safe and healthy work environment within the Service

### Special Conditions

The role holder may be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

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

### Variation to Job Description

The employer 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

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which

provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **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.

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.