

Job Description



Staffordshire University Services Ltd

General Details

Job title:	Personal Assistant to the School Management Team (SMT) (BLE17/18)
School/Service:	Staffordshire Business School
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time working 37 hours per week
Grade/Salary:	Grade 4
Date Prepared:	September 2018

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

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.