

Job Description

General Details	
Job title:	Personal Assistant to the Dean (CAE18-12)
Faculty/School/Service:	Creative Arts and Engineering
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	July 2019

Job Purpose
To be responsible for the provision of a confidential, professional PA support service to the Dean and members of the School's management team (as appropriate) by effectively managing commitments, diaries and meetings, drafting and maintaining correspondence, completing administrative tasks, organising travel itineraries, meeting arrangements and liaising with key stakeholders.

Relationships
Reporting to: Dean
Responsible for: Personal Administrator to SMT

Main Activities
<ol style="list-style-type: none"> 1. To take responsibility for the day to day running of the Dean's Office: 2. To oversee and direct the work of the PA to SMT, undertaking regular 1:1 meeting, involving clear communication and appropriate admin support is in place including during periods of leave or absence, 3. Acting as the first contact point for the Dean, proactively responding directly to enquiries and forwarding general enquiries to the relevant member of staff. 4. Making telephone calls, drafting letters and e-mails that require a routine response on behalf of the Dean, as appropriate. 5. Managing all aspects of the Dean's diary, appointments, room bookings, catering requirements and clashes. Furthermore, to take the initiative on forward planning of diary commitments, being proactive on identifying any possible conflicts and prepare plans accordingly. Inviting and drafting correspondence on behalf of the Dean. 6. Managing all correspondence, including mail, electronic communications and telephone enquiries on behalf of the Dean. 7. 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.

8. Preparing secretariat support to meetings, as required, which will include minute taking, circulating agendas and associated papers/correspondence for future meetings.
9. Effectively managing the Dean's filing system, filing and retrieving documents and reference materials and ensuring all documentation is up to date and easily available.
10. Introducing new office procedures and adapt existing procedures to ensure that they are fit for purpose, maximising the use of technology.
11. Creating a positive, productive working environment, ensuring that the Dean's office is well maintained, equipment is properly set up, all software is up-to-date.
12. Monitoring and recording sickness absence for staff.
13. Contributing to the maintenance of a safe and healthy work environment within the School.
14. Actively supporting the Dean in addressing equality issues in accordance with the Public Sector Equality Duty.
15. Undertaking any other duties and responsibilities as may be reasonably required by the Dean.

Special Conditions

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

Variation to Job Description

Staffordshire University Services Ltd 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 (SUS Ltd) 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 Services Limited (SUS Ltd) 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.

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.

The closing date is midnight on 20 August 2019

