

Job Description

Staffordshire University Services Ltd

General Details	
Job title:	Personal Assistant to the Executive Dean
School/Service:	School of Digital, Technologies and Arts
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full time, working 37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	February 2021

Job Purpose
To be responsible for the provision of a confidential, professional PA support service to the Executive 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: Executive Dean, DTA
Responsible for: Personal Assistant to SMT Administrative Assistants

Main Activities
<ol style="list-style-type: none"> 1. To take responsibility for the day to day running of the Executive 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 Executive Dean, proactively responding directly to enquiries and forwarding general enquires 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 Executive 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 Executive Dean 6. Managing all correspondence, including mail, electronic communications, and telephone enquiries on behalf of the Executive 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 Executive 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 Executive 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 Executive Dean in addressing equality issues in accordance with the Public Sector Equality Duty
15. The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
16. Undertaking any other duties and responsibilities as may be reasonably required by the Executive Dean

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 (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

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

David Hawkins, Executive Dean - Email: David.hawkins@staffs.ac.uk

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.