**Job description**

**Date last reviewed:** August 2013

**Faculty**: All

**Title of post**: Executive Office Manager and PA to the PVC/Dean

**Grade of post**: 8

**Post number**: 17726, 17718, 17710, 17703

**FT or % P/T**: Full-time

**Principal location of work**:

**Immediate line manager**: Head of Administration and Support Services

**Staff managed**: Administrative staff of the Executive Office

**Qualifications required for post**: A levels or significant relevant experience.

**Experience required for post**: Significant administrative experience. Experience of working autonomously and handling sensitive corporate information. Experience of supervising staff is essential; line management experience is desirable. This role will have access to a very wide range of confidential faculty and University wide issues where discretion, good judgement, sensitive communication skills and good literacy skills are vital.



**Overall purpose of post**: To line manage the Executive Office staff. To provide a professional, confidential management and administrative support service to the PVC/Dean

**Main duties are to:**

1. Co-ordinate and line manage the Executive Office administrative staff, (including absence management, sickness reporting, annual leave), ensuring an efficient, professional and friendly service to students, academic staff and visitors, ensuring appropriate cover is available at all times

1. Provide comprehensive professional management and administrative support to the PVC/Dean and other members of the Faculty Senior Management Team when necessary to include:

* Regular meetings with PVC/Dean to discuss incoming/outgoing communications, current priorities/projects/initiatives, information required, work and diary planning etc.
* Ensuring the PVC/Dean is fully prepared for all meetings with organised, appropriate papers. Tracking actions taken by the PVC/Dean to ensure that they are satisfactorily resolved.
* Prioritising and allocating all incoming communications (by telephone/email, in person or in writing), dealing directly with incoming issues and queries if possible without reference to PVC/Dean.
* Answering letters and emails and drafting original correspondence as required. o Electronic diary management.

1. Liaising with staff in the Faculty, other Faculties and Directorates and university SMT, in person or in writing as appropriate, on behalf of the PVC/Dean

o Organising international travel, associated bookings, correspondence and itineraries.

* + Attending external functions on an occasional basis in support of activities undertaken by the PVC/Dean. This will require some out of hours working.

1. Manage the relevant Faculty Executive Team budget.
2. Act as secretary to Faculty Executive Team meetings and other appropriate committees and meetings, including agenda preparation, formal minute taking, and ensuring identified actions are progressed.
3. Prepare information for meetings etc. as requested by the PVC/Dean. Obtain information as required investigating and reporting on issues where necessary.
4. Manage ad hoc projects as allocated by the PVC/Dean, involving background research, evaluation, report writing and presentation to the PVC/Dean and/or Faculty SMT.
5. Liaise with colleagues across the University to share good practice, disseminate information and keep up to date.
6. Maintain up to date knowledge of university procedures, processes, and current initiatives, projects and issues, particularly those relevant to the cross university portfolio of the PVC/Dean.
7. Cover for other members of the executive office as necessary, ensuring appropriate cover is available at all times
8. Undertake any other duties commensurate with the grade and level of responsibility for this post, for which the post holder has the necessary experience and/or training.