

SECTION A: THE ROLE	
Job Title:	Executive Assistant
Institute/Service:	Institute of Health
Job Grade:	Grade 05
Job Family:	Services
Job Location:	Lancaster or Carlisle
Responsible To:	Head of Business and Operations
Role Purpose:	
<p>To provide high quality and proactive administrative and organisational support to the Institute of Health Senior Leadership Team.</p> <p>To create and develop effective working relationships with others and as part of the Business and Operations team. To support the Institute's Senior Leadership Team in all aspects of their work by providing an effective and efficient operational and administrative support service on a range of internal and external tasks, programmes and projects.</p> <p>To support the Head of Business and Operations, as well as the wider support team, on specific projects throughout the academic year. This may include taking responsibility for discrete projects as appropriate to the role.</p> <p>To act proactively on behalf of the Senior Lead on tasks, programmes and projects, gathering information, undertaking enquiries, and using initiative to take action and make decisions within agreed limits of responsibility.</p>	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	<p>Research, Analysis and Documentation</p> <ul style="list-style-type: none"> • Drafting and creation of correspondence, documents, agendas, papers presentations and reports across a range of different formats, based on a general brief. • Analysing, understanding and communicating information from a wide range of sources, to identify any potential issues and implications for executive meetings, arrangements or administration. Recommending solutions or referring upwards as appropriate.
2.	<p>Projects, Committees and Events</p> <ul style="list-style-type: none"> • Organising, administering, preparing documents and minuting events and meetings, including co-ordinating the associated arrangements to ensure they are administered efficiently. • Coordination of actions from meetings and projects groups, following up action taken within agreed timescales.
3.	<p>Technology and Service Provision</p> <ul style="list-style-type: none"> • Acting as a point of contact for information and guidance to staff, students, external stakeholders and contacts at all levels to assist with the efficient working and administration of the institute's senior team. • Liaising with key contacts in the wider University as required to support own workload and co-ordinate events, meetings and communication on behalf of the executive. • Working within the team to develop and implement effective administration systems to support delivery of the institute's functions.
4.	<p>Administrative and Logistical Support.</p> <ul style="list-style-type: none"> • Management and prioritising incoming and outgoing correspondence and emails, and diary management in an efficient and organised manner.

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| | <ul style="list-style-type: none">• Organise and coordinate meetings/conference calls (including regular and ad hoc group meetings), screening requests for meetings.• Maintenance of key supporting contacts and information systems.• Managing travel arrangements and expenses on behalf of Senior Lead. |
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Additional Information:

You may on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Experience of, and the resilience to, work in a high intensity environment with competing priorities and timescales.	Essential	Supporting Statement/Interview
Familiarity with, and an understanding of, financial information	Desirable	Application Form/Interview
<p>Other Commitment to the strategic plan and values of the University especially in relation to equality of opportunity at work and a healthy and safe working environment.</p> <p>Able to work flexibly between the hours of 8am - 6 pm in order to meet the needs of the Senior Lead; this may include short notice requests to meet business needs. Willing and able to visit other campuses.</p>	Essential	Interview
	Desirable	Interview

