

SECTIO	ON 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 Pu	Role Purpose:					
	vide high quality and proact te of Health Senior Leadersh	ive administrative and organisational support to the nip Team.				
Busine aspects admini and pro	ss and Operations team. To s of their work by providing strative support service on a ojects. port the Head of Business a	orking relationships with others and as part of the o support the Institute's Senior Leadership Team in all an effective and efficient operational and a range of internal and external tasks, programmes and Operations, as well as the wider support team, on cademic year. This may include taking responsibility				
for discrete projects as appropriate to the role. 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.						
SECTIO	ON B: PRINCIPAL DUTIES					
1.	<ul> <li>Research, Analysis and Documentation         <ul> <li>Drafting and creation of correspondence, documents, agendas, papers presentations and reports across a range of different formats, based on a general brief.</li> <li>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 colutions or referring unwards as appropriate.</li> </ul> </li> </ul>					
solutions or referring upwards as appropriate. Projects, Committees and Events						
2.	<ul> <li>Organising, admin and meetings, incl ensure they are ac</li> <li>Coordination of ac</li> </ul>	ninistering, preparing documents and minuting events ncluding co-ordinating the associated arrangements to administered efficiently. actions from meetings and projects groups, following up				
	action taken within agreed timescales. Technology and Service Provision					
3.	<ul> <li>Acting as a point of students, external the efficient working</li> <li>Liaising with key of</li> </ul>	of contact for information and guidance to staff, stakeholders and contacts at all levels to assist with ng and administration of the institute's senior team. contacts in the wider University as required to support				
	<ul> <li>behalf of the exect</li> <li>Working within the administration sys</li> </ul>	e team to develop and implement effective tems to support delivery of the institute's functions.				
4.		<b>Jistical Support.</b> prioritising incoming and outgoing correspondence ary management in an efficient and organised				

	<ul> <li>Organise and coordinate meetings/conference calls (including regular and ad hoc group meetings), screening requests for meetings.</li> <li>Maintenance of key supporting contacts and information systems.</li> <li>Managing travel arrangements and expenses on behalf of Senior Lead.</li> </ul>
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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.

Criteria for Grade 5 Role Title: Executive Assistant	Essential/ Desirable	To be identified by:
<b>Qualifications</b> Educated to RQF Level 3 (A Level, Scottish Higher or equivalent) or equivalent experience.	Essential	Application Form
Educated to QCF Level 6 (Degree) or equivalent experience.	Desirable	Application Form
<b>Experience</b> Previous experience in an Executive Assistant/Personal Assistant role dealing with administrative and information management systems and understanding of the relevant terminology.	Essential	Supporting Statement/Interview
Experience of working in higher education and awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job.	Desirable	Application Form/Interview
Analysis of data and reports using an analytics platform such as Tableau.	Desirable	Application Form/Interview
<b>Knowledge, skills and abilities</b> Skills and knowledge to provide advice and support (eg to administrative processes) interpret requirements and produce appropriate solutions based on a general brief and be able to create standard and more complicated documents or materials for others.	Essential	Supporting Statement/Interview
Awareness of techniques to effectively plan and organise short-term activities and events.	Essential	Supporting Statement/Interview
Analytical and problem-solving ability to understand and interpret information and make recommendations. For example, skills for analysing data and reports.	Essential	Application Form/Interview
Ability to be tactful and diplomatic when required, as a front-line service provider, to deal with confidential and sensitive situations. To have the appropriate communication skills to be the first point of contact for the Head of Practice Learning and Partnership Engagement and Director for the Centre of Excellence in Paramedic Practice.	Essential	Application Form/Interview
High level experience and Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology, development and maintenance of document libraries, e.g. Microsoft Office incl Excel, PowerPoint and Sharepoint.	Essential	Application Form/Interview
Professional approach to work and work colleagues and an ability to work independently and show initiative.	Essential	Application Form/Interview
Excellent organisational, communication, interpersonal, networking and time management skills.	Essential	Application Form/Interview

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
<b>Other</b> Commitment to the <u>strategic plan and values</u> of the University especially in relation to equality of opportunity at work and a healthy and safe working environment.	Essential	Interview
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.	Desirable	Interview