

**JOB DESCRIPTION**

**Management Support Officer**

**Vacancy reference: 0391-24**

<b>Job Title:</b> Management Support Officer	<b>Present Grade:</b> 4
<b>Department/College:</b> Vice-Chancellor's Office	
<b>Directly responsible to:</b> Executive Support Officer	
<b>Supervisory responsibility for:</b> N/A	
<p><b>Other contacts</b></p> <p><b>Internal:</b> University Senior Team, Academic and Professional Services staff in University departments and faculties, Staff in Professional Services Divisions such as Student and Education Services, Students Union, Student representatives, etc.</p> <p><b>External:</b> Contact with other UK Higher Education institutions, Further Education and Schools, Civic Bodies, Regulators and Government Agencies, business and communities and various external representative bodies</p>	
<p><b>Overall Purpose:</b> The Vice-Chancellor's Office Team provide expert administrative and professional support to the senior executive team. This allows them to focus on the strategic priorities of their specific portfolios. The work of the VCO team is often of a highly confidential nature and encompasses all aspects of the work of the senior team.</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>• To support communication, travel, professional activities, meetings and diary management for senior officers.</li> <li>• As appropriate, to provide PA support to the senior team.</li> <li>• To manage and plan university events.</li> <li>• To contribute to the enhancement and improvement of systems within the VCO.</li> <li>• To write policies and standard operating procedures as required by the needs of the VCO.</li> <li>• Showing good understanding of the individual portfolios provide advice, briefing and research as required.</li> <li>• To undertake specific professional projects for the PVC Engagement.</li> <li>• Undertake training and personal development to further develop your skill set and your knowledge of Lancaster University, including engagement with the Careers service as necessary.</li> <li>• Work as part of teams and on initiatives both inside and outside of the VCO team to develop your experience of a range of working environments.</li> </ul> <p>Please note that this list is not exhaustive, and the duties of the role may change in line with the emerging needs of the VCO team.</p>	