

**JOB DESCRIPTION**

Executive Assistant to the Deputy Chief Executive (Operations)

<b>Job Title:</b>	Executive Assistant to the Deputy Chief Executive (Operations)	<b>Present Grade:</b> 6S
<b>Department/College:</b>	Professional Services – Vice Chancellor’s Office	
<b>Directly responsible to:</b>	Executive Support Officer / Office Manager	
<b>Shared Supervisory responsibility for:</b>	1 x 0.1FTE Administration Assistant	
<b>Other contacts</b>		
<b>Internal:</b>	Vice-Chancellor, Pro-Vice-Chancellors, Senior Officers, Deans, Heads of Departments or Sections (including staff within them), Professional Services Directors, Faculty Managers, Students’ Union, Colleges and College Principals, Ceremonies Office, Students, Student Families and Members of the Public.	
<b>External:</b>	OFS, BEIS, UUK, UCEA, JISC, AHUA, International Institutions, Lancaster University International Teaching Partnerships, VIPs from International Universities or Government Offices, Other Universities, HE Institutions and Colleges, Lancaster University Associated Colleges, Regional Partners, Public and Private Sector Organisations.	
<b>Major Duties:</b>	<p>Situated within the Vice Chancellor’s Offices, the post holder will be expected to provide a high level, efficient, confidential and professional Executive Assistant support service to the DCE (O). The role holder will also liaise effectively with the Governance Services Team in support of the DCE (O).</p> <p>The postholder will assume responsibility for cover in the case of absent staff within the VCO team.</p> <p><b>Diary, Forward Planning &amp; Day File Preparation</b> To effectively and strategically forward, plan the DCE (O) schedule considering all current and forward objectives of the University. This involves the following responsibilities:</p> <ul style="list-style-type: none"> <li>• To maintain daily schedules for the co-ordination of DCE (O) commitments;</li> <li>• To arrange and coordinate appointments and meetings for the DCE(O);</li> <li>• To be responsible for advising the DCE(O) of impending internal and external work deadlines and assisting with the preparation of material for these;</li> <li>• To prepare all paperwork, in advance, for attendance at daily meetings and other commitments;</li> <li>• To be able to work with minimal supervision, prioritising own workload, with the ability to forward plan and work as part of an established team;</li> <li>• To make or oversee all logistical and travel arrangements for the DCE(O);</li> <li>• To provide hospitality for visitors to the DCE(O), including the preparation and clearing of the meeting room;</li> <li>• To provide a fully confidential and efficient e-filing system for the DCE(O);</li> <li>• To manage the process and collation of all PDRs across the Professional Services Division and the identification of staff training and development plans.</li> </ul> <p><b>Correspondence, report, article and presentation preparation</b></p> <ul style="list-style-type: none"> <li>• To prepare correspondence and other documentation as requested by DCE (O), including detailed power point presentations, reports and spreadsheets, which includes the use of audio transcription and project administration.</li> <li>• To respond and advise efficiently to all electronic or verbal enquiries for DCE(O), using own initiative;</li> </ul> <p><b>Servicing Meetings</b></p>	

- To service meetings, including preparation of meeting papers, presentations and taking minutes. Communicating, as required, with internal and external attendees for these meetings advising on protocol and logistics and arranging for all IT and catering requirements.

#### **Financial**

- To use the university's electronic financial system, Agresso, efficiently and effectively;
- To act as the first point of contact for all departmental finance related queries;
- To ensure all financial activity, including payment of invoices, approval process for travel claims, and internal transfers are carried out efficiently and effectively and are properly authorized and adhere to the financial guidelines;
- To be responsible for the raising of sales invoices and purchasing orders, working in liaison with the procurement office as appropriate;
- To ensure the accurate and timely processing of credit card submissions and receipts;

#### **Line Management**

- Delegation of appropriate tasks to 1FTE office administrator or other temporary admin staff.

#### **Networking/Projects**

- To assist or lead on specific ad-hoc projects on behalf of the DCE(O) and Directors of the Professional Services Division which are not supported by other members of the Division;
- To initiate and build relationships/networking chains with external bodies for the DCE(O);
- To assist with the delivery of Professional Services events;
- To undertake the logistical and administrative arrangements for Divisional Reviews
- To work effectively with the Professional Services Directors and the Director of Finance in relation to the portfolio of the DCE (O) against the institutional strategic plan;
- To lead internal networking with the assistants to the Directors of the Professional Services Division, establishing and maintaining an effective and consistent communication process within the Division.

#### **General Responsibilities in the Vice-Chancellor's Office**

- In the absence of other administrative staff within the Vice-Chancellor's Offices to provide cover to other senior officers as necessary.
- To assist, when necessary, with the co-ordination of Lancaster University events for visitors, programmes and functions;
- To execute any other duties appropriate to the grade as directed by the DCE (O) and Executive Support Officer.