

JOB DESCRIPTION
Executive Assistant to the Chief Administrative Officer
Vacancy Ref: N435

Job Title:	Executive Assistant to the Chief Administrative Officer	Present Grade: 6S
Department/College:	Professional Services – Chief Administrative Officer	
Directly responsible to:	Senior Executive Officer	
Supervisory responsibility for:	NA	
Other contacts		
Internal:	Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellors, University Secretary, Senior Officers, Deans, Heads of Departments or Sections (including staff within them), Professional Services and Directors from within Professional Services, Finance, Facilities, Secretariat, HR, Planning Office, LUSU, Colleges and College Principals, Dean of Undergraduate Studies, Dean of Graduate Studies, Ceremonies Office, Students, Student Families and Members of the Public.	
External:	HEFCE, BIS, UUK, UCEA, 1994 Group, Research Councils, International Institutions, VIPs from International Universities or Government Offices, Other Universities, HE Institutions and Colleges, Lancaster University Associated Colleges, Regional Partners, Public Sector Organisations, Private Sector Organisations.	
Major Duties:	<p>Situated within the Vice-Chancellor’s Offices, the post holder will be expected to provide a high level, efficient, confidential and professional PA support service to the Chief Administrative Officer, alongside project administration as requested by the CAO for the Professional Services Division. In addition ad hoc secretarial support to the Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellors and the Senior Executive Officer may be required.</p> <p>To effectively and strategically forward plan the Chief Administrative Officer’s schedule taking into account all current and forward objectives of the University. This involves the following responsibilities:</p> <p>To maintain daily schedules (electronic) for the co-ordination of Chief Administrative Officer’s commitments.</p> <p>To arrange and coordinate appointments and meetings for the Chief Administrative Officer.</p> <p>To be responsible for advising the Chief Administrative Officer of impending internal and external work deadlines and assisting with the preparation of material for these.</p> <p>To prepare all paperwork, in advance, for attendance at daily meetings and other commitments.</p> <p>To prepare correspondence and other documentation as requested by Chief Administrative Officer, including power point presentations, reports and spreadsheets.</p> <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.</p> <p>To initiate and build relationships/networking chains with external bodies for the CAO.</p> <p>To respond and advise efficiently to all electronic or verbal enquiries for Chief Administrative Officer, using own initiative.</p> <p>To assist or lead on specific ad-hoc projects on behalf of the CAO and Directors of the Professional Services Division which are not supported by other members of the Division.</p>	

To lead on 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.

To have responsibility for the Professional Services website, underwriting development and reviews for currency on behalf of the CAO.

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.

To make all logistical and travel arrangements for the Chief Administrative Officer.

To provide hospitality for visitors to the Chief Administrative Officer, including the preparation and clearing of the meeting room.

To provide a fully confidential and efficient filing system for the Chief Administrative Officer.

To manage the process and collation of all PDRs across the Professional Services Division and the identification of staff training and development plans.

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 assist with the budget setting process including the sourcing of information relating to income targets, payroll and fees expenditure, and non-payroll expenditure.

To maintain departmental financial records and to be responsible for the pro-active management and monitoring of the departmental budget within defined parameters in line with the approved budget.

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 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.

To provide guidance when required on the university financial regulations.

To investigate any account anomalies and bring these to the attention of the CAO.

In the absence of other administrative staff within the Vice-Chancellor's Offices to provide a confidential support service and meet and greet visitors on arrival and cover reception duties 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 Chief Administrative Officer and Senior Executive Officer.

Footnote

Due to the dynamic nature of the VC's office there will be an ongoing need to have the workload of this position reviewed as required, particularly if significant changes occur which have bearing on the work required to support the Chief Administrative Officer and the Directors and Divisions within Central Services.