

## JOB DESCRIPTION Personal Assistant to the Director of Facilities, Facilities Vacancy Ref: N507

Job Titl	e: Personal Ass	istant to the Director of Facilities	Present Grade: 5S
Depart	ment/College:	Facilities	
Directly	responsible to:	Director of Facilities	
Superv	isory responsibility fo	<b>r:</b> n/a	
-	e of job:		
confide		al support service to the Director in all	responsible for providing a comprehensiv I aspects concerned with the efficient ar
Major I	Duties:		
1.		vide a support service for the Director of F oad, diary management and co-ordinating	
2.	To set appointments and meetings for the Director as requested including regular one to one meetings with the Director of Facilities and his/her direct reports.		
3.	To service meetings, including preparation of meeting papers, obtaining and preparing briefing materials and presentations, and taking minutes when requested/where necessary		
4.	Respond and advise efficiently to all electronic or verbal enquiries for the Director and other Facilities sta using their own initiative		
5.	To liaise effectively with internal divisions/departments and external organisations on behalf of the Director of Facilities.		
6.	To advise the Director of impending work deadlines for both internal and external commitments, e.g. reports, presentations, conferences, projects		
7.	To ensure appropriate systems and processes are developed and maintained to support effective and efficient day to day running of the Directors office		
8.	To ensure the smooth flow of information around Facilities, including action monitoring to achieve deadlines and project milestones		
9.	To effectively plan and coordinate corporate training events, evaluation workshops and conferences on behalf of the Director, from inception through to tendering, to event management, budgetary control, invoicing and post event appraisals.		
10.	o be responsible for monitoring the use of the corporate purchasing and credit card. Submitting receipte eturns to the Finance Department. To submit expenses claims, both internal and external, on behalf of he Director.		

11. To plan and implement hospitality arrangements for the Director, including provision of hospitality for visitors

- 12. To provide a confidential and efficient filing system for the Director and his offices, including HR files in line with University procedures and the Data Protection Act and ensuring compliance with HR policies.
- 13. To maintain an up to date knowledge of HR processes and procedures and to advise and assist the Director of Facilities with HR issues and the recruitment process including the coordination of the appointment of staff.
- 14. To organise travel arrangements for the Director of Facilities
- 15. To execute any other duties appropriate to the grade as directed by the Director or his nominated deputy