

JOB DESCRIPTION
Personal Assistant, School of Computing & Communications
Vacancy Ref: N1460

Job Title: Personal Assistant to the Chair in Digital Health/School Office	Present Grade: 5S FTE 0.50
Department/College: School of Computing & Communications (SCC)	
Directly responsible to: Chair in Digital Health and SCC Departmental Officer	
Supervisory responsibility for: N/A	
Other contacts	
<p>Internal: Chair in Digital Health and team, associated academics in SCC and other departments; SCC administrative staff, FST and FHM Faculties' staff; central University administrative offices.</p> <p>External: Research Funding Councils; Health Care Professionals & Providers; Industrial Partners; Local Council Officials; external enquirers & visitors; suppliers of goods & services.</p>	
Major Duties:	
<p>To provide high level support as Personal Assistant to the Chair in Digital Health and his team, providing a complete senior clerical and secretarial service, acting on own initiative especially when dealing with matters in the Chair's absence. The Chair and his team will engage in interdisciplinary research and initiatives in digital health in both the School of Computing & Communications (Faculty of Science & Technology) and the Division of Health Research (Faculty of Health & Medicine) and the work of the office will include frequent co-ordination with the constituent Faculties, central University administrative divisions including the Vice-Chancellor's office and Facilities. PA support will also be provided for the School Office within Computing & Communications as directed by the Departmental Officer.</p>	
1. PA duties	
<ul style="list-style-type: none"> • Provide proactive administrative assistance to the Chair in Digital Health in the day-to-day operation of the Health Innovation Campus (HIC), acting as first point of contact for enquiries, responding to/disseminating requests on behalf of the Chair. • Diary management and appointments for the Chair, scheduling of regular individual and group progress meetings, dissemination of schedules, coordinating the organisation of internal workshops/seminars, assistance in forward planning and advising of impending deadlines. • Provide diary management assistance to the Head of School and Departmental Officer, including scheduling of individual and group meetings, sending out notifications, and assistance in forward planning. • Receipt of all incoming internal and external correspondence, emails and telephone calls, prioritising for the HIS/School Office, responding in a prompt and professional manner. • Deal with sensitive and confidential information in the absence of the Chair in Digital Health, using judgement and initiative in prioritisation of responses and issues, delegating where necessary. • To provide assistance in the production of presentational material and other documentation for wider internal/external circulation; liaising with appropriate offices for digital postings. • Receive visitors to the HIC/School and subsequent support for meetings and events, including preparation & forwarding of associated schedules/paperwork. • Local and regional meeting organisational support, to include agenda compilation and circulation, committee servicing for HIC/School Committees, and subsequent action follow-up. • Event and workshop organisation including receipt of enquiries and registrations, sourcing/booking venues, delegate accommodation, catering, scheduling, travel for external attendees. • Dissemination of HIC news/events to the wider academic community in all formats. 	

- To be responsible for all travel arrangements and bookings for the HIC Chair and his team – UK, Europe, USA, ensuring duty of care obligations are fulfilled.
- To ensure timely completion of all HIC financial processing, including payment of invoices, authorising travel claims, and internal transfers
- To be responsible for HIC procurement including equipment, office materials, ensuring compliance with financial regulations and checking budgets.
- To ensure the accurate and timely processing of Credit Cards, and their subsequent logs.
- To liaise with the School Office regarding budgets and obtaining regular updates on financial status/and the Agresso financial system.
- Participate in organisation of resources and development of appropriate systems/processes as the HIC evolves.

2. General

- Assistance with ad hoc projects arising in the School, supporting School professional staff with preparations as required, for example accreditation panels, executive management visits, welcome events.
- Work with members of the School of Computing & Communications and Division of Health Research to provide an effective and efficient service for the Chair.
- To undertake professional development and any other duties required by the Institute/Departmental Officer.
- Adherence to appropriate Health & Safety policies and University regulations/policies.