

JOB DESCRIPTION

Vacancy Ref: N1845

Job Title: Executive Assistant to the Director, deputy Director and Associate Directors	Present Grade: 5 (0.5 FTE)
Department/College: Lancaster Environment Centre (LEC)	
Directly responsible to: Departmental Administrator	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal: LEC Director, Deputy Director and Associate Directors; staff and students in LEC and other departments; Faculty Office; Vice Chancellors Office; Central administration in University House.</p> <p>External: National and international visitors, research and business partners.</p>	
<p>Major Duties:</p> <p><u>Main</u> The post-holder will be expected to provide a confidential and professional PA support service to the Director, Deputy Director and Associate Directors in LEC.</p> <p><u>Content</u></p> <ul style="list-style-type: none"> • To maintain daily electronic schedules for the co-ordination of the Director’s commitments. • To arrange and coordinate appointments and meetings for the Director and Deputy Director and to proactively advise them on the organisation of their complex diary priorities and workflows. • To be responsible for advising the Director and Deputy Director of impending internal and external work deadlines and assisting with the preparation of material for these, eg. reports, presentations. • To respond professionally and efficiently to all electronic or verbal enquiries for the Director and Deputy Director, using own initiative and to liaise effectively with internal and external contacts. • Supporting the Director’s external relations activities, including acting as a helpful and welcoming first point of contact for external enquiries, receiving external visitors on his/her behalf and arranging hospitality, and arranging travel and accommodation for the Director on his/her visits as necessary. • To organize international travel for the Director, Deputy Director and Associate Directors, when required, including the preparation of all travel itineraries, researching travel options and arranging suitable visas. • To create and prepare all correspondence and other documentation as requested by the Director and Deputy Director. • To provide finance support to the Director, Deputy Director and the Associate Directors. • Investigate and manipulate datasets in the preparation of information and documents using appropriate spreadsheets and other software packages. • To organize and service meetings, including preparation of papers, presentations and taking minutes and following up on actions. Communicating, as required, with guest speakers for these meetings on protocol and logistics and arranging for all IT and catering requirements. • To arrange for substitute Directors when the Director and Deputy Directors is absent in matters of signing, finance, chairing meetings etc. • To create and provide a fully confidential and efficient filing system, electronic and manual, for the Director and Deputy Director. • To arrange international workshops on behalf of the Directors. 	

- To support Human Resources activities in the Department, such as for examples, interviews.
- To assist, when necessary, other administrative staff in the department.
- To execute any other duties appropriate to the grade as directed by the Directors or the Departmental Administrator