

JOB DESCRIPTION
Executive Assistant
Vacancy Ref: N1851

Job Title: Executive Assistant	Present Grade: 6S
Department/College: Health Innovation Campus	
Directly responsible to: Director of the Health Innovation Campus	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal: Chancellor, Pro-Chancellor, Deputy Pro-Chancellors, Vice-Chancellor, Pro-Vice-Chancellors, Chief Administrative Officer & University Secretary, Professional Services Directors, all Faculty Deans, Heads of Departments, Institute and Centre Directors, Academic and Administrative Staff and Students.</p> <p>External: Ministerial Offices, Shadow Cabinet; VIPs from UK and International Organisations; Research Councils; UK/Overseas Universities and Colleges; Public and Private Sector Organisations; Press & Media; Health trusts, NHS England, Innovate UK, regional agencies such as Innovation Agency and Northern Health Science Alliance etc. Members of the Public.</p>	
<p>Major Duties: Working on own initiative to provide a confidential and professional executive support service to the HIC Director, whilst assuming responsibility for the line management of the administrative team. Additionally providing high-level project support as required.</p> <p>Main duties:</p> <p>Diary, Forward Planning & Day File Preparation</p> <ol style="list-style-type: none"> 1. To maintain (electronic) schedules for the co-ordination of the Director's calendar and liaising with the Director in order to forward plan - taking into account current objectives of HIC and the University. 2. To arrange all internal/external appointments/programmes ensuring that all reading material is available and actions brought to the Director's attention in advance of daily meetings. Responsibility for advising of impending deadlines and assisting with the preparation of material, which is often of a confidential and sensitive nature. <p>Communication, correspondence, report, article and presentation preparation</p> <ol style="list-style-type: none"> 1. To be fully informed and aware of University established policy and implementation of revised policy at all times and offer guidance as required; 2. To assist the Director in achieving the strategic vision of the HIC by successfully and diplomatically communicating/networking with contacts thus creating a reliable and respected reputation for the University. To also continue to develop established networks and to build own personal relationships/networking chains with external bodies, and foster existing relationships with external organisations for HIC and the University; 3. Using own initiative to respond and act efficiently and effectively to all electronic or verbal enquiries by prioritising and responding where possible ensuring deadlines are met; 4. To act on behalf of the Director of HIC with particular regard to the requests for the execution of specific work to other members of staff ensuring that the outcome of such work is returned within the specified deadlines; 5. Ability to communicate diplomatically and effectively with all external/internal contacts as initial point of contact; 6. Independently research confidential, controversial or restricted data/material required for various projects, which will be used to inform the content of reports or for discussion; 7. To prepare correspondence and other documentation as requested by the Director, including detailed power point presentations, reports and spreadsheets. <p>Servicing Meetings</p> <ol style="list-style-type: none"> 1. To service meetings as required consisting of drafting the agenda; Minute taking; timescales involved; liaising with members of committees; the preparation/designing of PowerPoint presentations; compilation of 	

meeting papers and any follow up actions on behalf of HIC for external bodies/boards and for internal meetings;

2. To provide hospitality for visitors including the setting and clearing of meetings; arranging catering and to meet and greet both internal/external attendees. Also ensuring computer/data projection equipment is in place, as required.

Financial

1. To use the university's electronic financial system, Agresso, efficiently and effectively;
2. To act as the first point of contact for all departmental finance related queries;
3. 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;
4. 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;
5. To be responsible for the raising of sales invoices and purchasing orders, working in liaison with the procurement office as appropriate;
6. To provide guidance when required on the university financial regulations.

Travel

1. To manage and oversee the organisation of all travel arrangements and documentation for UK and overseas travel programmes i.e., flights; visas; hotel accommodation; health insurance; currency, etc., liaising with external representatives and also co-ordinating invitations/itineraries;
2. Responsible for monitoring expenditure for international trips i.e., preparing travel expenses, Advances and reclaiming monies back. Preparation of per diem data and reconciliation and compilation of Barclaycard expenses to ensure accurate and timely processing of submissions and investigate any anomalies.

HR and Team Leadership

1. Involvement in the recruitment process for new staff and motivate and lead other support staff to promote best practice, ensuring the changing demands of an extremely busy office are met;
2. To manage the process and collation of all PDRs across HIC on behalf of the Director and the identification of staff training and development plans.

General Responsibilities

1. To provide a comprehensive confidential and efficient electronic filing system to ensure immediate responses to any requests.
2. To advise, when appropriate, other support staff on use of IT software programmes and video/telephone conferences. To advise, on the handling/production of their project work as required.
3. To be responsible for monitoring and the upkeep of central database of contacts for the HIC.
4. 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;
5. To assist the Director with the establishment of meeting and office space in new premises for new and existing members of the HIC team.

Standard Practice

1. To have the workload of this position reviewed as required, particularly when significant changes occur that as a consequence have impact expectations on provision of support.
2. To execute any other duties appropriate to the grade as directed by the Director of HIC.