

JOB DESCRIPTION
Executive Assistant to the Dean, FASS
Vacancy Ref: N1878

Job Title: Executive Assistant to the Dean	Present Grade: 5
Department/College: Faculty Office, Faculty of Arts & Social Sciences	
Directly responsible to: Faculty Resources Manager	
Supervisory responsibility for: n/a	
Other contacts: Internal: Colleagues in the Faculty of Arts & Social Sciences; The Vice-Chancellor's Office; Professional Services teams External: Government Offices; HEFCE; The Department for Business, Education and Skills; Research Councils; Other Universities; Accrediting bodies, HE Institutions and Colleges;; Publishers; Media; Journalists; Advisory Board; Public and Private organisations; Academic colleagues; Students and alumni	
Major Duties: <ol style="list-style-type: none"> 1. To act as Executive Assistant to the Dean, providing a high level of confidential and professional support for all aspect of their work, including in relation to internal and external relations activities, diary management, communications, travel, conference organisation and general PA duties. 2. To prepare all papers in advance for meetings, and brief the Dean as required. 3. To provide assistance for research, including preparing PowerPoint slides for presentations for use at lectures, conferences etc. and to independently research confidential and restricted data and/or other material for various projects as required. 4. To act as Committee Secretary for a number for the Faculty's Committees and Groups (including but not exclusively the Dean's Group and the Policy and Resources Committee), preparing the agenda, briefing the Chair and ensuring that follow up actions are completed. 5. To be responsible for the prompt and professional handling of enquiries, with external organisations, companies, other institutions or individuals. In the absence of the Dean, to take diary scheduling decisions on their behalf and also administer their email communications. These communications may be sensitive, confidential and high level. 6. To be responsible for Faculty-level internal communications, cascading information to colleagues as required. 7. In liaison with the Faculty Resources Manager and Departments, to co-ordinate the recruitment process for senior academic and professional services appointments. 8. To arrange and manage visits from senior colleagues both within and outside the University, to "meet and greet" external visitors on their behalf. 9. To lead on the delivery of the Dean's Staff Awards nomination and selection process including organising the Faculty's Staff Awards event. 	

10. In conjunction with the Faculty Resources Manager, to carry out an annual audit of space requirements with departments in the Faculty and manage ad hoc space and infrastructure requirements, ensuring the fair allocation of space within the Faculty.
11. To be responsible for management of the Faculty Office space and equipment, liaising with the Division of Facilities when required.
12. To assist or lead on specific ad hoc projects and contribute to the delivery of Faculty services on behalf of the Dean and Faculty Officers.
13. To plan and manage ad hoc events for the Faculty Office (e.g. the Faculty Plenary, co-ordinating international, high-profile visits), including preparing draft presentations for the Dean and Faculty Office.
14. To execute any other duties as appropriate to the grade as required by the Dean and/or line manager.