

JOB DESCRIPTION
Executive Assistant
Vacancy Ref: N1880

Job Title: Executive Assistant	Present Grade: 6S
Department/College: The Dean's Office, Lancaster University Management School	
Directly responsible to: External Accreditation and Projects Manager	
Supervisory responsibility for: Administrative Assistant, Senior Administrative Officer	
Other contacts: Internal: Colleagues and senior team in the Management School and wider University; 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; Dean's Council; Public and Private organisations; Academic colleagues; Students and alumni	
Major Duties: The post holder will act as Executive Assistant to the Dean and the senior management team, providing comprehensive professional support for school-wide initiatives. <ol style="list-style-type: none"> 1. To provide a high level of advisory and administrative support to the Dean in relation to interconnecting strategic initiatives, external relations activities, communications, and conference organisation. 2. To supervise the administration of the Dean's diary and associated requirements (performed by the Dean's Administrative Assistant), ensuring fluidity and connectivity. 3. To take a senior governance role within the School, acting as Committee Secretary for a number for the School's major groups, providing an information flow into and out of whilst taking responsibility for the onward management of appropriate items 4. Initiate, plan and participate in any associated events / away days, working with the Dean to agree the agenda and associated requirements. 5. To provide high level support around the management and resourcing of new and ongoing strategic initiatives (ie the Annual Planning Process), working with the senior leadership team 6. To line-manage the Dean's Office Administrative Assistant and the Senior Administrative Officer, ensuring an effective support function for the Dean's Office and senior leadership team. 7. Complete an effective recruitment and induction process for all new colleagues into the Dean's office. 8. To regularly communicate with all internal and external contacts and give advice to senior colleagues regarding protocol, liaising with the central University teams as required. 9. To provide management reports and presentations as required. 10. Ensure the smooth running of all School level meetings, on behalf of the Dean. 11. In liaison with the Faculty Resource Manager, Departments, HR and the VC's office, co-ordinate the recruitment process for academic and professional appointments. 	

12. To liaise with the LUMS Finance Office in relation to financial administration of the Central School, including budgeting, purchasing etc.
13. To execute any other duties as appropriate to the grade.