

JOB DESCRIPTION
CREST Personal Assistant
Vacancy Ref: N1911

Job Title: Personal Assistant	Present Grade: 5S
Department/College: Psychology (CREST)	
Directly responsible to: Centre Manager	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal: All senior posts including CREST’s Director, Deputy Director, Executive Director and Communications Director, as well as all members of the Centre’s management team. Also, engagement with members of departments across the University as appropriate.</p> <p>External: Senior figures from national and international government and industry; VIPs from national and international Universities or Government Offices; Members of the security and intelligence agencies, law enforcement agencies, and other government departments; UK Universities and Colleges; Regional Partners, Public and Private Sector Organisations.</p>	
<p>Major Duties: The post-holder will be expected to provide a high level, confidential and efficient professional PA support service to CREST’s Director and Deputy Director, as well as occasional support to the Executive Director where appropriate (e.g., servicing meetings).</p> <p>Content: Diary, Forward Planning and Day File preparation:</p> <ul style="list-style-type: none"> • To maintain daily electronic schedules for the Director, Deputy Director and Executive Director and prepare all papers, in advance, for attendance at daily meetings and other commitments. • To forward plan the diary whilst understanding and implementing an effective record management system to be able to prepare and advise on future commitments. • To arrange and coordinate appointments and meetings for the Director and Executive Director and to proactively advise and assist them on the organisation of their complex diary priorities and workflows. • To be responsible for advising the Director, Deputy Director and Executive Director of impending internal and external work deadlines and assisting with the preparation of material for these, e.g. reports and presentations. <p>Servicing Meetings:</p> <ul style="list-style-type: none"> • To organise and service meetings, including preparation of papers, presentations and taking minutes, when required, and following up on any actions. Communicating, as required, with guest speakers for these meetings on protocol and logistics and arranging for all IT and catering requirements. <p>International Support: To liaise with the Travel Logistics Co-ordinator for preparation of any international travel for the Director, Deputy director and Executive director.</p> <p>Representation, communication and networking:</p> <ul style="list-style-type: none"> • To be first point of contact for the Director and Deputy Director. • To provide administrative support for all ad hoc working groups, when required, for the Director and Deputy Director. 	

- To liaise closely with the Executive Director and Director of Communications in support of stakeholder relationship management and communication.

General duties:

- To respond accurately and efficiently to all electronic or verbal enquires for the Director and Deputy Director, using own initiative and to liaise effectively with internal and external contacts.
- To be able to work with minimal supervision, independently or as part of a busy team.
- To create and prepare all correspondence and other documentation either, as requested, by the Director and Deputy Director by using own initiative to assist them in taking forward their work priorities.
- To make all logistical arrangements, including travel for the Director and Deputy Director.
- Responsible for monitoring expenditure of international trips, i.e., preparing travel expenses, advances and reclaiming monies back. Compilation of Barclaycard expenses to ensure accurate and timely processing of submissions and investigate any anomalies.
- To meet and greet visitors on arrival and provide hospitality and cover reception duties as necessary.
- To create and provide a fully confidential and efficient record management system, electronic and manual.
- To provide support to any external Boards and Steering Groups.
- To assist, when necessary, with the co-ordination of CREST events and functions.
- To provide ad hoc support to the Director and Deputy Director when required.
- To have the responsibilities of this position reviewed, as required, particularly when significant changes occur in CREST's leadership team.
- To execute any other duties appropriate to the grade as directed by the Director of CREST.