

JOB DESCRIPTION
Administrative Assistant
Vacancy Ref: N2333

Job Title:	Administrative Assistant	Present Grade: 4S
Department/College:	Health Innovation Campus (HIC)	
Directly responsible to:	Executive Assistant to HIC Director	
Supervisory responsibility for:	None	
Other contacts		
Internal: Professional services staff within the HIC Team; Academic and support staff in University departments, Faculties and Research Institutions; Professional Services colleagues in the Vice Chancellor’s Office and in the offices of other senior officers within the institution including Faculty Deans and Directors of Professional Services.		
External: Representatives of other universities, research funding bodies, public and private sector partners, particularly in the NHS; Other external enquirers or callers; Suppliers of goods and services		
Major Duties: The Administrative Assistant will be a member of the Health Innovation Campus Admin team working closely with the HIC Administrator and Director’s Executive Assistant. The role-holder will provide a professional and confidential service; duties will include support for the HIC Team, receiving visitors, and responding to queries both face to face, on the phone and on e-mail.		
<div>1. Undertake general clerical and administrative duties, including:<ul style="list-style-type: none">collecting and delivering the team’s mailword processing, formatting documents, preparing correspondence and other written communicationupdating signage and notice boardspreparation of reports and spreadsheetsaccurate filing of documentsphotocopying/printingdisposal of confidential waste</div> <div>2. Organise and administer meetings and events including venue and catering bookings, preparation, collation and distribution of papers. To act as a secretary, if required, taking notes and producing minutes.</div> <div>3. Receive and respond to internal and external mail, email and telephone enquiries and deciding on appropriate dissemination of information.</div> <div>4. Receive visitors to the office and deal with their enquiries in a professional manner.</div> <div>5. Maintain accurate records (electronic and paper) in line with University policy and data protection legislation.</div> <div>6. Manage the supply of stationery for the office including placing orders.</div> <div>7. Ensure the timely reporting of maintenance issues including submitting building fault reports and maintenance requests.</div> <div>8. Co-ordinate travel arrangements in conjunction with the University Travel Office for internal and external colleagues and stakeholders.</div>		

9. Undertake finance-related tasks as appropriate, including preparing purchase requisitions, orders, and other paperwork for authorisation.
10. Deputise for colleagues in their absence.
11. Undertake professional development, including annual appraisal, and any other duties required by the HIC Administrator and Director's Executive Assistant consistent with the grade of the post.

NB. This job description will be reviewed and updated as appropriate as part of the annual performance and development review of staff.