**JOB DESCRIPTION**

Vacancy Ref: A2594

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<th>Job Title:</th>
<th>Divisional / Executive Assistant</th>
<th>Present Grade:</th>
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<td>Department/College:</td>
<td>People and Organisational Effectiveness</td>
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**Directly responsible to:** Director of People & Organisational Effectiveness

**Supervisory responsibility for:** N/A

**Other contacts**

**Internal:**
Divisional colleagues, People and OE Leadership Team, Senior Management Team including Deputy Chief Executive (Operations), Divisional Directors, Faculty Deans, and recognised trade unions

**External:**
Regional and national networks (UHR, UCEA), HE Institutions and Colleges, Public and Private organisations, internal auditors and visitors

**Job Purpose:**
The post holder will provide a high level of administrative support to the Division’s senior team and in particular the Director of People and Organisational Effectiveness, in the smooth operation of the Division and for university wide initiatives. The work of the office includes frequent co-ordination with the People and Organisational Effectiveness Division and the central University’s PS Divisions.

**Major Duties:**

1. To provide a high level of administrative and executive assistant support to the Director of People and Organisational Effectiveness and division’s senior leadership team, ensuring the smooth operational management of the Division

2. To ensure strong, effective internal communication from the Division’s Office and careful relationship management with internal and external stakeholders.

3. To produce and/or provide management information, reports, presentations and analysis as required to support the work of the leadership team and governance groups.

4. To work with members of the Division to enhance divisional wellbeing and provide cover for Divisional Office and divisional colleagues when required.

5. To act as a mentor and guide to other professional services staff across the Division and seek opportunities to provide training and development and sharing of good practice including workshops and training sessions.

6. To assist the wider functions of the wider Division including:
   - Support for project management
   - Coordinate and service the Division’s Leadership Meetings.
   - To coordinate and schedule the production of papers by the People and OE Division for University Committees including, Council, EDI Committee, SRC, UPRG, UEB, Audit Committee and Council Safety Health
and Wellbeing Committee and servicing of Health and Safety Consultative Committee and Professional Services & Library Committee. This involves ensuring all deadlines are met, and co-ordination of the collection of data for incorporation in the reports.

- Support for emergency planning, business continuity, health and safety (Area safety officer) and facilities/space management.
- Diary management.
- Welcome new colleagues into the division and ensure they are aware of divisional procedures etc.
- Plan a forward schedule of whole team meetings and co-ordinate guests, presentations etc.
- To assist and provide support to manage the Divisional budgets.

7. To undertake other duties, development and training appropriate to the grade