**JOB DESCRIPTION**

**Personal Assistant**

<table>
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<th>Job Title:</th>
<th>Personal Assistant</th>
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<td>Present Grade:</td>
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| Department/College: | Vice-Chancellor’s Office |

| Directly responsible to: | Vice-Chancellor’s Office Manager |
| Supervisory responsibility for: | N/A |

**Other contacts**

**Internal:** All senior posts including the Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellors, Deputy Chief Executive (Operations), Chief of Staff, Executive Deans, Professional Service Directors, College Principals, Students Union and University Departments.

**External:** External agencies and public sector regulatory bodies, universities in the UK and overseas and FE colleges, regional partners, other public and private sector organisations.

**Major Duties:**

The post-holder will be expected to provide a high level, confidential, efficient and professional PA support service to Senior Officers in the Vice-Chancellor’s office.

**Diary, Forward Planning and Day File Preparation:**

- Proactively maintain Outlook diaries for Senior Officers and prepare all associated documentation, for attendance at daily meetings and other commitments.
- Independently forward plan the diary, understanding and implementing effective systems to ensure awareness and preparation for future commitments.
- Effectively advise the Senior Officers of impending internal and external work deadlines, gathering information and assisting with the preparation of material for these, e.g. reports and presentations.
- Efficiently work with other colleagues to ensure diaries connect and support Senior Officers to deliver University strategy.

**Servicing Meetings:**

- Organise and service meetings as required. This includes the preparation of papers, presentations, taking minutes and pro-actively following up actions.
- Communication with visitors, ensuring various logistics requirements are efficiently and effectively fulfilled.

**Travel Coordination:**

- Work with the Administrative Assistant and the Travel Team in the preparation of any travel requirements and associated administration on behalf of the Senior Officers.
- Prepare and reconcile the expenditure of Senior Officers, including travel expenses and advances.

**Representation, Communication and Networking:**

- Act as a first point of contact for the Senior Officers.
- Respond accurately and efficiently on behalf of the Senior Officers as required.
- Provide administrative support for *ad hoc* working groups as required.
- Meet visitors to the Vice-Chancellor’s Office, providing support in the absence of the Administrative Assistant.
- Answer calls to the Senior Officers of the Vice-Chancellor’s Office more broadly.
**General Duties:**
- In the absence of other administrative staff within the Vice-Chancellor’s Office, provide a PA service to Senior Officers as required.
- To undertake other duties, development and training appropriate to the grade as determined by the Office Manager or Chief of Staff.