# Role Profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Faculty Administrator – Executive Assistant</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>Faculty of Arts</td>
<td>Location</td>
<td>Trent Building, University Park Campus</td>
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## Purpose of role
Provide administrative assistance to the Faculty of Arts senior management teams to support activities in their portfolios, including Faculty Associate PVC for Education and Student Experience, Faculty Associate PVC for Research & Knowledge Exchange and Head of Education and Student Experience. Collaborate with the Senior Administrator – Executive Assistant to provide professional executive assistance to the Faculty Pro-Vice-Chancellor and Faculty Operations Director.

## Main responsibilities

<table>
<thead>
<tr>
<th>% time per year</th>
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<tr>
<td>25%</td>
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### Assistance to Faculty Associate Pro-Vice-Chancellors and Faculty Operations Director

- Arranging meetings and Faculty Boards
- Booking rooms
- Preparing agendas and collation of appropriate documentation prior to meetings, taking minutes, circulating papers
- Following-up actions
- Liaising with Schools Directors of Research and Teaching regarding meetings and circulation of information
- Book events and make travel arrangements, including visas, and deal with expenses

### Assistance to Faculty PVC and Faculty Operations Director

Work in collaboration with the Senior Faculty Administrator – Executive Assistant

- Processing correspondence and circulating as appropriate to staff in Schools
- Draft responses and prepare correspondence to a high standard, much of which is of a confidential nature
- Following-up actions
- Managing computerised diary system
- Booking events and travel and preparing itineraries for UK and overseas travel, including visas
- Collating all appropriate documentation, derived from numerous sources, prior to meetings
- Liaising with the Executive Office regarding University Executive Board meetings and actions
- Discuss handover and workloads with Faculty Senior Administrator
- Liaising with Professional Services staff

**Assistance to the Faculty Senior team**
- Work with the Faculty Senior Administrator in co-ordinating other Faculty-based projects and activities by taking a proactive approach in preparing for important dates and reviews in the Faculty, i.e. School Reviews, Academic Promotions, School Plans, Faculty Boards, Workload Planning, Athena SWAN, etc.
- Arrange meetings both internally and externally on behalf of the Faculty
- Assist with itineraries for visitors to the Faculty
- Liaise with School PA/Executive Assistants
- Book meetings and hospitality

**Administrative duties**
- Receive key enquiries (in person and by telephone/email) from students, University staff, etc. and deal with such enquiries by channelling them to personnel within the Faculty/University and ensuring that actions are taken appropriately and promptly, referring to the Faculty Senior Administrator when necessary
- Maintain a shared email and calendar resource
- Maintain contact lists
- Develop a network of relationships with individuals within the University and externally
- Preparing agendas, taking minutes, circulating papers for Faculty meetings
- Ordering stationery and IT equipment using Business World: raising purchase orders and processing invoices
- Using Concur to book travel and process expenses
- Assist in recruitment activities
- Book catering and rooms for Faculty events
- Receive visitors and provide hospitality
- Faculty wellbeing initiatives
- Financial year end and reconciliation with the Faculty Senior Administrator
- Build and maintain relationships with colleagues based at the international campuses in Ningbo and Malaysia

**Analysis, Reporting & Documentation**
- Collate material from a wide range of sources and present such material for insertion into reports and documentation for management and committee reviews
- Develop own professional skills through training and work experience

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<tr>
<th>3</th>
<th>Assistance to the Faculty Senior team</th>
<th>20%</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td>Administrative duties</td>
<td>20%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>Analysis, Reporting &amp; Documentation</th>
<th>5%</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Other responsibilities</td>
<td>5%</td>
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</table>
- Any other duties appropriate to the grade and role of the person appointed, as directed by the line manager
- Plan and organising own activities to ensure that deadlines are met

### Person specification

<table>
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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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</table>
|        | - Proven minute-taking skills  
- Good working knowledge of email/electronic calendar and internet  
- Good working knowledge of Office 365  
- Good interpersonal skills and ability to communicate confidently at all levels, including the ability to deal with highly confidential matters  
- Proactive approach  
- Ability to manage own time  
- Ability to use own discretion and respond to issues with tact and diplomacy  
- Work with a minimum of supervision  
- Flexibility and ability to work under pressure, responding to tight deadlines in a variety of situations | - Experience of Business World (Agresso), Workspace and Concur |

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<thead>
<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                          | - Experience in a relevant role  
- IT knowledge (MS Office)  
- Experience of working with senior management as an administrator  
- Experience of handling sensitive situations, dealing with confidential issues  
- Able to react positively to changing priorities and deadlines  
- Ability to prioritise and manage own workload with minimal supervision, as well as being an effective team player  
- Experience of diary management and planning itineraries  
- Ability to assess, review and put forward suggestions for service improvements | |

<table>
<thead>
<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>- Educated to GCSE level, including minimum Grade 4 in English and Maths, or hold vocational qualifications (NVQ 2-3) or</td>
<td>- Other relevant training or qualifications in administration or customer service experience</td>
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<tr>
<td>Other</td>
<td>Highly motivated and punctual</td>
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<tr>
<td>Statutory, legal or special requirements</td>
<td>Awareness of University procedures and relevant legislation</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

Taking ownership
Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

Forward thinking
Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

Professional pride
Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

Always inclusive
Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

Line manager
- Faculty Senior Administrator
  -- Executive Assistant

Role holder
- Faculty Administrator
  - Executive Assistant

Key stakeholder relationships
- Faculty PVC (FPVC)
- Faculty Associate PVCs (FAPVCs)
- Faculty Operations Director (FOD)