



Job title	Executive Support Assistant	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Educational Excellence (Governance and Assurance).	Location	University Park Campus

Purpose of role

To provide a professional Executive Assistant service to the Associate Pro-Vice Chancellor for Teaching and Curriculum Leadership (APVC T&CL). Working within the Educational Excellence Team you will support the APVC T&CL both directly and indirectly by working on projects within the wider team.

Educational Excellence is a central team, who support the institution in two key areas, Quality Enhancement and Quality Assurance.

You will have excellent interpersonal skills and the ability to build authentic relationships with colleagues from all areas of the university, working in a collegial team and within a wide network of Education and Student Experience and academic colleagues.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Executive Assistant</p> <ul style="list-style-type: none"> ▪ Oversee the effective management of the Associate Pro Vice Chancellor Teaching and Curriculum Leadership (APVC T&CL) diary. Undertake regular diary planning and monitoring and prioritizing; including management of the generic inbox. Use own judgement to make initial responses, consulting and following up email and letter correspondence as appropriate. ▪ Draft responses for the APVC and prepare correspondence to a high standard, some of which is of a confidential nature. ▪ Acting as a filter for all key enquiries for University staff, students and dealing with such enquiries by channeling them to personnel within the University and ensuring that actions are taken appropriately and promptly. ▪ Proactively develop strong relationships with internal stakeholders of high importance to the work of the APVC T&LC and the wider Educational Excellence Team. 	30%
2	<p>Enhancement and Assurance support</p> <ul style="list-style-type: none"> ▪ Support the Senior Education Excellence Manager in Periodic Assurance and Continuous Enhancement Reviews (PACERs). 	20%

	<p>Formerly known as Educational Enhancement and Assurance Reviews (EEARs).</p> <ul style="list-style-type: none"> ▪ Support the Senior Education Excellence Manager in the delivery of the University's annual Teaching and Learning Conference. 	
3	<p>Meeting, Committee and review support</p> <ul style="list-style-type: none"> ▪ Planning and organizing meetings and Boards. ▪ Provide secretariat to Education Delivery Board/Teaching and Learning Committee (TLC) as required. ▪ Administer and attend meetings as required to ensure accurate live note-taking and ensuring actions are assigned in a timely manner. ▪ Follow-up actions ▪ Collate all necessary documentation from numerous sources in preparation for meetings. ▪ Assist in the planning and support for meetings and projects that form part of the Education and Student Experience Strategic Delivery Plan (ESE SDP). ▪ Provide support to working groups, task and finish groups including the Learning Spaces Advisory Group (LSAG) and other new groups as they are formed. 	30%
4	<p>Team Administrative Responsibilities</p> <ul style="list-style-type: none"> ▪ To assist in maintenance of Educational Excellence websites (Educational Excellence Group, Quality Manual, Educational Excellence). ▪ To provide ad-hoc secretarial support to the Educational Excellence Team, when needed. ▪ To provide financial administration for the APVC T&CL 	20%
5	Any other duties appropriate to the grade and role	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ A positive, hard-working can-do attitude with an ability to use own initiative ▪ Excellent IT skills including in MS Word, Excel, Sharepoint and Teams, and the ability to integrate different packages ▪ Excellent planning, prioritising and organisational skills ▪ Excellent verbal and written communication skills ▪ Ability to work under pressure ▪ Ability to handle sensitive information with a high degree of confidentiality and discretion 	<ul style="list-style-type: none"> ▪ Experience of using Tableau. ▪ Web authoring skills.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Diary management ▪ Significant experience in an office/administrative environment. ▪ Ability to prioritise own workload and work according to tight deadlines ▪ Experience of working in a team 	<ul style="list-style-type: none"> ▪ Experience of working in higher education
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Educated to a GCSE level, including grade C or above in English and Maths, or hold equivalent (NVQ 2-3) or equivalent, with some relevant experience or significant experience in a related area 	<ul style="list-style-type: none"> ▪ Other relevant training/development/qualifications in admin support or customer service



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 work force 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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

