



<b>Job title</b>	Senior Administrator – Committee and Executive Support	<b>Job family and level</b>	Administrative, Professional and Managerial Level 3
<b>School/ Department</b>	Humanities	<b>Location</b>	University Park Campus, Humanities Building

## Purpose of role

You will provide comprehensive, high quality and confidential administrative support to the Head of School (HoS) and Operations Manager including HR administrative support, committee and meeting support, diary management for the Head of School and other general administrative duties.

The Executive Assistant role forms part of the School Management and Research Office (SMRO) team in the School of Humanities. The individual teams within the office provide a wide range of services and administrative support to ensure the effective management of the School's research, human resources, marketing, events, finances, resources, health and safety and space management activities. Your role will require you to work collaboratively with colleagues within the SMRO to ensure effective administrative support across the range of activities.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
<b>1</b>	<p><b>Committee and meeting support (online, hybrid and face to face) across the School:</b></p> <ul style="list-style-type: none"> <li>▪ You will organise and plan the annual calendar of meetings across the School taking account of Faculty and University level commitments.</li> <li>▪ You will coordinate and provide effective administrative support for School and departmental committees, occasional sub-committees and other ad-hoc meetings, ensuring meetings are booked and scheduled appropriately with necessary equipment.</li> <li>▪ You will prepare agendas, collate and circulate documentation, liaise with invited speakers, minute-take, update any associated action logs, follow-up actions, and manage and file documentation and meeting recordings in line with the University's records retention schedule.</li> </ul>	30%
<b>2</b>	<p><b>Executive Assistant to the Head of School (HoS)</b></p> <ul style="list-style-type: none"> <li>▪ You will manage the HoS's diary to ensure efficient and effective use of their time.</li> <li>▪ You will manage HoS correspondence, identifying priority email and other correspondence, using judgement to make initial responses and draft full responses for the HoS.</li> <li>▪ You will establish contacts/relationships with colleagues across the Faculty and throughout the University and externally on behalf of the School management team as required.</li> <li>▪ You will welcome visitors on behalf of the HoS and deal with enquiries from staff, students and the public, providing hospitality when required.</li> </ul>	30%

	<ul style="list-style-type: none"> <li>▪ You will support the HoS with travel including preparing travel itineraries, letters of invitation, visas, booking travel etc.</li> </ul>	
<b>3</b>	<p><b>Administrative support for the Head of School</b></p> <ul style="list-style-type: none"> <li>▪ You will update academic leadership and operations roles as allocated by the Head of School and Heads of Departments and support recruitment to School leadership roles.</li> <li>▪ You will support the preparation, planning and operation of specific school events and training as required (away days, celebration events etc), liaising as appropriate with colleagues in the SMRO.</li> <li>▪ You will assist with the collating, analysis, interpreting and editing of data to produce customised reports for the School's Senior Management Team as briefed by the Head of School/Operations Manager.</li> </ul>	5%
<b>4</b>	<p><b>Human Resources administrative support for specific human resource matters:</b></p> <ul style="list-style-type: none"> <li>▪ You will coordinate and manage the School promotions process for academic staff.</li> <li>▪ You will provide administrative support to the Head of School for Appraisal Development Conversations (ADC).</li> <li>▪ You will support the Senior Management Team on staffing and equality matters such as gathering data and assisting with the implementation of relevant actions.</li> <li>▪ You will process and manage the application process for visiting staff, liaising with the Staff immigration Team for guidance/advice and other members of the SMRO team as necessary.</li> <li>▪ You will provide administrative support in the appointment of Honorary Professors.</li> </ul>	15%
<b>5</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>▪ You will manage the School's internal staff funds including monitoring budgets, dealing with correspondence, approving travel and expenses, contributing to month-end and year-end processes and producing regular reports on spend for the School's management team.</li> <li>▪</li> </ul>	10%
<b>6</b>	<p><b>Team working, leadership and customer enquiries.</b></p> <ul style="list-style-type: none"> <li>▪ You will work together with other colleagues in the SMRO to deal effectively and efficiently with customer enquiries/requests and input to the shared staff rota across the School.</li> <li>▪ You will support members of the wider team during busy periods or absences and undertake other duties corresponding with the grade of the post as part of the team of administrative staff in the School.</li> <li>▪ You will make a positive and active contribution to regular team meetings, service and process reviews, and other School/Faculty initiatives and developments as required.</li> <li>▪ You will be required to process map and apply lean management principles to your work.</li> <li>▪ You will work collaboratively and proactively with colleagues within the wider SMRO team as well as across the School and in other University Departments to build good working relationships and support the work of the School.</li> <li>▪ You will ensure the development, organisation and up-keep of accurate and secure office systems, correspondence, templates, team files and SharePoint.</li> </ul>	10%

	<ul style="list-style-type: none"><li>▪ You will update your skills and deepen your knowledge through guidance from experienced colleagues, engaging in various activities, and/or formal training or professional qualifications.</li><li>▪ You will promote equality and diversity in all activities and behaviours.</li><li>▪ You will also undertake other duties commensurate with the grade of the post as part of the team of administrative staff in the School of Humanities.</li></ul>	
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## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ You will have excellent communication skills, both written and verbal and report writing with skill in drafting complex documentation and an ability to assimilate and convey complex information in a comprehensible way</li> <li>▪ You will have a high level of IT skills, including SharePoint, MS Word and Excel with an ability to manage a large amount of data accurately</li> <li>▪ You will have meticulous organisational skills with experience of working accurately under pressure, managing and prioritising a diverse workload</li> <li>▪ You will have excellent customer service skills gained in a busy office environment.</li> <li>▪ You will be self-motivated with a drive and ability to independently resolve complex internal and external queries</li> <li>▪ You will have excellent time management skills and be able to work to tight deadlines</li> <li>▪ You will display initiative, responsibility, self-motivation, and a professional attitude when working with confidential information</li> <li>▪ You will be approachable with the ability to build productive working relationships within the School, University and externally.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ You will be able to work independently to resolve complex queries and to provide and maintain a high level of customer service</li> <li>▪ You will have experience of diary management</li> <li>▪ You will have experience of taking clear, concise, and accurate minutes, ensuring all key points and decisions are recorded.</li> <li>▪ You will have proven ability to manage budgets, monitor expenditures, and provide financial reports, ensuring alignment with organisational goals and compliance with financial policies.</li> <li>▪ You will have significant recent experience of working at a senior level in an office/administrative environment and working successfully as part of a team</li> <li>▪ You will have experience of successfully working on one's initiative and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in similar role within a higher education environment</li> <li>▪ Experience in establishing new administrative systems and procedures and managing resources</li> </ul>

<b>Qualifications, certification and training (relevant to role)</b>	You will have: <ul style="list-style-type: none"> <li>▪ Qualified to A level standard, or equivalent experience in similar role</li> <li>▪ Or substantial, relevant, recent administrative experience in a related role(s) and at a level that has required minimum supervision.</li> </ul>	
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We recognise that what helps us succeed are the different ideas and experiences of colleagues across our School, who come from different cultures and backgrounds. We believe that diverse academic and research teams provide the best opportunities to be innovative and forward-thinking. We are therefore seeking applications from candidates whose background, experience and identity broadens and enhances the diversity of our team and we would particularly welcome applications from scholars from different heritages and cultures and non-traditional backgrounds.

We strongly endorse [Athena SWAN](#) principles, and we have commitment at all levels of our organisation to address gender inequality. It is our mission to ensure equal opportunities, best working practices and fair policies for all.

## 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

