



Job title	PA to Research and Innovation Directorate (Maternity Cover)	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Research & Innovation	Location	Jubilee Campus

Purpose of role

The purpose of the role is to provide all aspects of personal secretarial support and administration to the Director of Research and Innovation Operations.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>To provide effective support to the Directors to include the following:</p> <ul style="list-style-type: none">▪ Oversee the effective management of the Director's diary and correspondence, acting as a knowledgeable point of coordination. Proactively anticipate requirements and source relevant information or advice, to support informed decision-making and ensure the Director's time is prioritised effectively.▪ Identifying priority correspondence and using judgement to make initial responses (i.e. calls, emails and correspondence), consulting and following up email and letter correspondence as appropriate for Head of Department.▪ Ensure that the Directors are prepared and briefed for meetings and have relevant documents and paperwork.▪ Make all travel and accommodation arrangements as appropriate.▪ Organisation of venues, catering and materials as appropriate.▪ Establish contacts/relationships with colleagues throughout the University and externally.	70%

	<ul style="list-style-type: none"> ▪ Manage the Directors portfolio of prospects on a day-to-day basis, including regular review of outstanding actions ▪ Attend and meetings and update action logs as required. ▪ Support for attendance at external conferences, including travel arrangements, for the Directors. 	
2	<p>ADMINISTRATION & PROCUREMENT</p> <p>Support administration and procurement within the department to contribute to delivering high quality service to R&I teams</p> <ul style="list-style-type: none"> ▪ Approve purchase orders within agreed thresholds, using the University's internal finance system ▪ Assist with recruitment processing by ensuring accurate and complete information is obtained at the outset, enabling timely and efficient vacancy management ▪ Assist with management of equipment within R&I, to ensure staff are able to work without interruption. ▪ Responsible for the organisation and up-keep of accurate and secure data management within University systems, correspondence, templates, and department files. ▪ Act as a main point of contact for the department by providing support and advice to a wide range of queries, requests and issues that may arise. ▪ Provide support to the Director of Strategy during periods when the designated PA is absent. ▪ Coordinate recurring meetings throughout the academic year, proactively securing appropriate meeting spaces in advance. 	25 %
3	<p>CONTINUOUS IMPROVEMENT</p> <ul style="list-style-type: none"> ▪ Contribute to continuous improvement activities within the team, helping to drive efficiencies in ways of working. 	5%
4	Any other duties relevant to the post when necessary	

Person specification

	Essential	Desirable
Qualification, Education and Training	Qualified to A level standard, or equivalent with GSCE's in English and maths, or equivalent	<ul style="list-style-type: none"> NVQ in Business Administration
Skills and Knowledge	<p>Advanced proficiency in scheduling and diary management tools (Outlook, Teams)</p> <p>Excellent planning and organisation skills</p> <p>Strong problem-solving and decision-making skills.</p> <p>Excellent oral and written communication skills</p> <p>Strong attention to detail and accuracy in documentation.</p> <p>Time management and ability to prioritise competing tasks effectively.</p> <p>IT skills in MS Office and O365</p>	<ul style="list-style-type: none"> Knowledge of and GDPR compliance
Experience	<p>Substantial experience of working in a similar role</p> <p>Experience of managing a diverse workload</p> <p>Experience of working in a cross-functional environment.</p> <p>Working under own initiative and ability to identify new opportunities and creative solutions.</p> <p>Ability to work under pressure and deal with unforeseen issues in ever changing circumstances.</p>	<p>Broad experience of working in Higher Education</p> <p>Familiarity with procurement and recruitment processes</p> <p>Knowledge of University Systems, i.e. Oracle</p> <p>Previous experience of working with senior management.</p>
	Essential	Desirable



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



