

# OPPORTUNITY

## PA to Deputy Dean

**Reference:** R210199

**Salary:** Grade 6, £23,067 to £25,217 per annum

**Contract Type:** Continuing

**Basis:** Full Time

# Job description

## Job Purpose:

To provide administrative support to the Engineering & Physical Sciences (EPS) College Executive team, in particular the Deputy Deans, Associate Deans and Director of Operations. The role will deputise for the PVC & Executive Dean's PA and will therefore provide a high-level professional support service to the College.

## Main duties and responsibilities

- ▶ To undertake the following PA responsibilities for the College Executive team
- ▶ Managing email boxes, telephone answering, meeting arrangements including room bookings and scheduling meetings (in person and virtual). Acting as secretary to the AUEA Liaison Group meetings, Industrial Advisory board including preparation, collaboration with external advisory board members, collations of agenda items and papers and minute taking.
- ▶ Travel arrangements for the College Executive team for UK and international travel including itineraries, accommodation, car hire and arranging appropriate visas.
- ▶ Correspondence and preparation of documents for the College Executive Team
- ▶ Document management for the College Executive Team
- ▶ Liaising with external UK and international stakeholders as appropriate
- ▶ Responsible for internal and external events and visitors to the College for the College executive team.
- ▶ Main contact point and responsibility for the College to the AUEA with responsibility for organising and leading all AUEA/College events.
- ▶ Maintaining confidential information, such as staff and student information
- ▶ Providing wider administrative support to the College office, including taking responsibility for invoices, purchase orders and IDTs for the College Executive team.
- ▶ Support the PA in liaising with estates for all maintenance within the College
- ▶ Any other duties as appropriate to this post in particular supporting the PA
- ▶ Working flexibly as a member of the administration team, providing cover to other areas of the wider support team as needed.
- ▶ Responsible for the College Industrial Advisory Board meeting and actions. Working with all internal and external members of the IAB to follow through and complete actions.
- ▶ Responsible for all the College's potential, new and existing strategic partnerships. Being the key contact point for internal and external stakeholders, and responsible for organising all activities related to those partnerships working with appropriate stakeholders to follow through tasks.
- ▶ Responsible for the College International Strategy meetings and actions. Working with all members to follow through and complete actions.
- ▶ Responsible for reviewing and implementing processes and procedures relevant to the service provided to the College.
- ▶ Responsible for supporting the Director of Operations with the review, implementation and actions associated with the College's risk register and business continuity plan. Working closely with all stakeholders to follow through actions leading the implementation of procedures and processes to embed this into the College's day to day operations.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
  - ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
  - ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
  - ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
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# Person specification

	Essential	Method of assessment
<b>Education and qualification</b>	Educated to A level or equivalent.	Application form
<b>Experience</b>	<p>Experience of working as a PA or secretary.</p> <p>Be familiar with IT applications including email, Microsoft Word and Excel.</p> <p>Experience of minute taking.</p> <p>Experience of dealing with confidential and/or sensitive data.</p>	Application form, interview and presentation
<b>Aptitude and skills</b>	<p>Excellent written and verbal communication skills.</p> <p>Excellent organisation skills.</p> <p>Demonstrates high levels of tact, discretion and efficiency.</p> <p>Ability to work to deadlines with focused thinking and on own initiative.</p> <p>High level of accuracy.</p> <p>Self-motivated with the ability to work independently without close supervision and ability to work as a member of a team.</p> <p>Ability to work and prioritise under pressure.</p> <p>Ability to approach tasks in a creative and flexible way.</p> <p>Experience of and/or ability to service committees.</p>	Interview and presentation

	Desirable	Method of assessment
<b>Education and qualifications</b>	Degree level or equivalent.	Application form
<b>Experience</b>	<p>Experience of web site editing.</p> <p>Experience of using virtual learning environments, such as Blackboard.</p> <p>Knowledge and understanding of Higher education governance and the role of legal services at a Higher Education institution.</p> <p>Experience of managing conflicting demands and working for more than one senior manager.</p>	Application form, interview and presentation



# How to apply

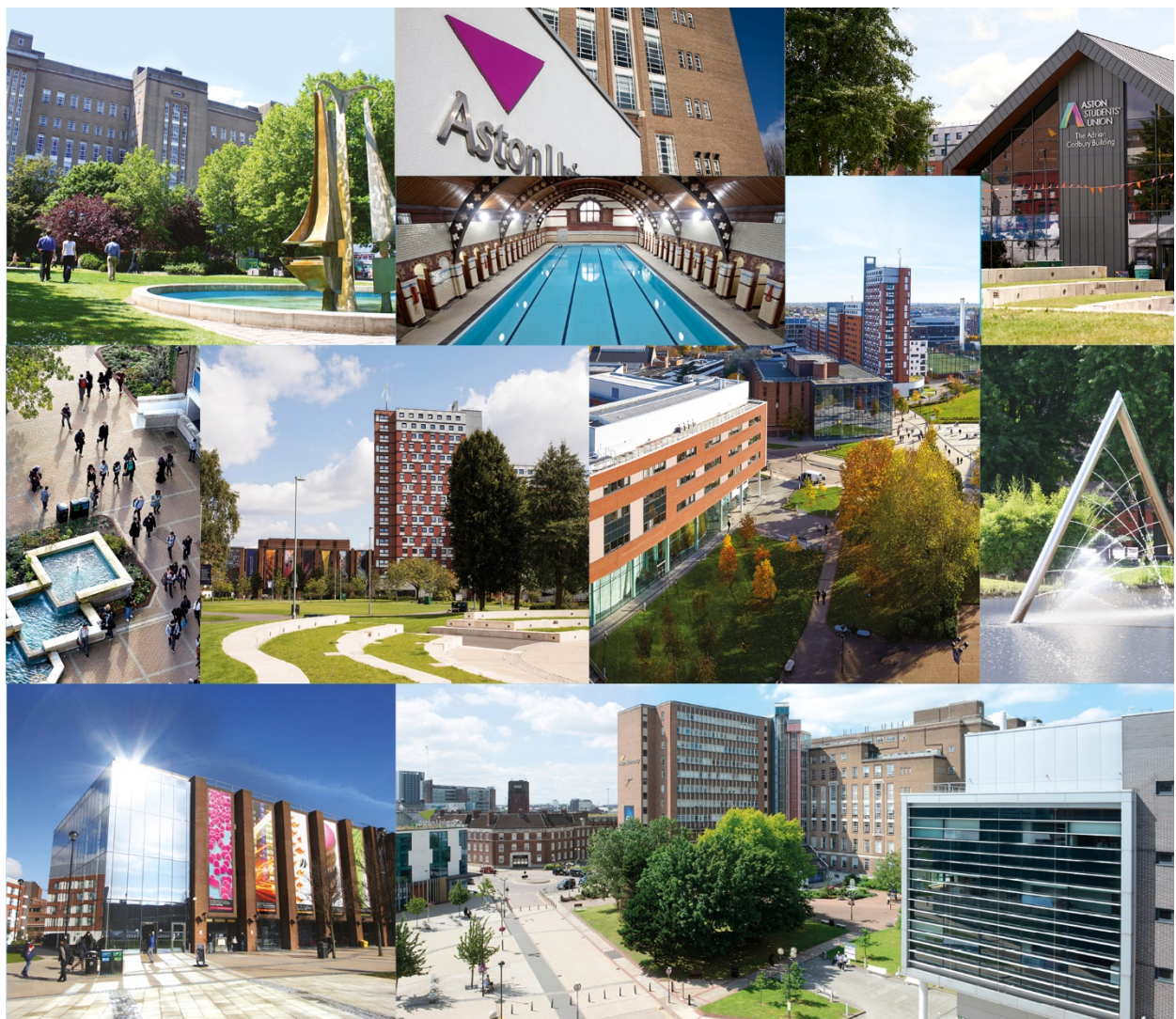
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Nadia Bareford

Job Title: Executive Assistance to PVC and Executive Dean

Email: [n.bareford@aston.ac.uk](mailto:n.bareford@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa** <https://www.gov.uk/skilled-worker-visa>

### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.  
<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change  
gets real.**