



OPPORTUNITY

Executive Assistant

Reference: 0734-23

Grade: 8

Salary: £37,099 to £44,263 per annum, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Job Purpose:

The purpose of this role is to provide high-level and comprehensive secretarial and administrative support to the Deputy Vice-Chancellor (Academic) ensuring he is fully supported and briefed for all aspects of their role. Key duties include effective diary management, document and email management, minute-taking and general administrative tasks associated with the seniority of the post. An important element of the role involves effective communication with University staff at all levels of the organisation, external colleagues and professional bodies.

The post holder should have substantial, relevant PA and administrative experience, ideally gained from supporting a senior executive. Excellent interpersonal, organisational, written and oral communication skills are essential for this role, as is the ability to multi-task and demonstrate a 'can do' attitude. The postholder will be required to maintain confidentiality and demonstrate a calm, customer-focused, professional approach to all aspects of this busy and demanding role.

Main duties and responsibilities

- ▶ Responsible for the provision of an efficient, high-quality business, administrative and personal assistant support service to the Deputy Vice-Chancellor (Academic).
- ▶ Act as a first point of contact for all communication and personal contacts for the DVC
- ▶ Provide a professional interface for any issues relating to the DVC which includes the following responsibilities:
 - Liaise with University Departments/Colleges on issues relating to the DVC's responsibilities.
 - Take responsibility for diary management.
 - Organise and maintain appropriate filing systems of confidential and non-confidential material.
 - In consultation with, and agreement of the DVC, provide support with the management of, and responses to, emails.
 - Undertake accurate minute taking, preparation and distribution of agendas and follow up on all actions that may arise from meetings where the DVC has requested secretariat support.
 - Liaise with external visitors, making arrangements to support visits as appropriate (e.g. setting up meeting dates and setting up online/videoconferencing arrangements where required).
 - Make travel/accommodation/conference bookings and visa arrangements.
 - Coordinate and manage events, meeting rooms, facilities and activities as required by the DVC.
 - Undertake financial administration (including procurement, raising purchase orders and processing expenses claims) for and related to the DVC, ensuring compliance with the University's financial regulations.
 - Raise purchase orders/IDTs for purchases on the appropriate budget code where approved by the DVC.
 - Liaise with the Visa Compliance team to co-ordinate visa letters for professional and regular visitors as required by the DVC.

- Maintain a high degree of confidentiality over the information held and accessed through the role.

- ▶ Aid the DVC with the preparation and circulation of communications as appropriate.
- ▶ Undertake project work and special assignments for the DVC as required, which vary in size and complexity, including sourcing information, researching and preparing reports and presentations, and gathering information for foreign trips and other similar projects.
- ▶ Ensure briefings are prepared for the DVC, taking responsibility for summarising documents/information where appropriate to ensure he is fully prepared for key internal and external commitments.
- ▶ Arrange itineraries and coordinate major overseas trips for the DVC, including the organising of visas.
- ▶ Under the direction of the DVC, co-ordinate interview panels, liaising as appropriate with HR.
- ▶ Establish effective working relationships with other staff in the wider University community and relevant external bodies and contacts.
- ▶ Undertake occasional out of hours working to support key strategic activities and events that fall under the remit of the DVC.
- ▶ Undertake other such duties that may be required from time to time by the University as commensurate with the grade of the post.
- ▶ Provide occasional cover for other members of the Executive Support Team during absences.

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.

Person specification

	Essential	Method of assessment
Education and qualifications	Degree or equivalent	Application form
Experience	<p>Demonstrable experience of successfully working in an Executive Administrative/PA role.</p> <p>Experience of managing sensitive diary and business management activities in a complex environment at Director level or above.</p> <p>Excellent interpersonal skills with the demonstrable ability to form and maintain a network of positive working relationships with internal and external stakeholders at a range of levels.</p>	Application form and interview
Aptitude and skills	<p>Excellent organisation skills</p> <p>Excellent written and oral communication skills</p> <p>Excellent IT skills, including Microsoft Office packages, databases, web and email</p> <p>Demonstrable ability to take accurate minutes with experience gained from servicing committees, meetings or working groups</p> <p>Demonstrable ability to work on own initiative and make rational, informed decisions</p> <p>Demonstrable ability to work well independently and as part of a team</p> <p>Demonstrable ability to prioritise actions in order to successfully complete tasks and meet deadlines</p>	Application form and interview

	Essential	Method of assessment
	<p>Demonstrable ability to respond professionally, efficiently and effectively to phone, face-to-face, virtual and email enquiries</p> <p>Demonstrable ability to deal with confidential information and exercise the utmost discretion when dealing with sensitive information.</p> <p>A customer- focused approach with a calm and proactive attitude.</p>	

	Desirable	Method of assessment
Experience	<p>Understanding of the Higher Education sector, particularly in relation to learning and teaching, quality assurance and the student experience.</p> <p>Experience of working to support senior executives.</p> <p>Experience of Agresso or similar University Finance system.</p>	Application form and interview

How to apply

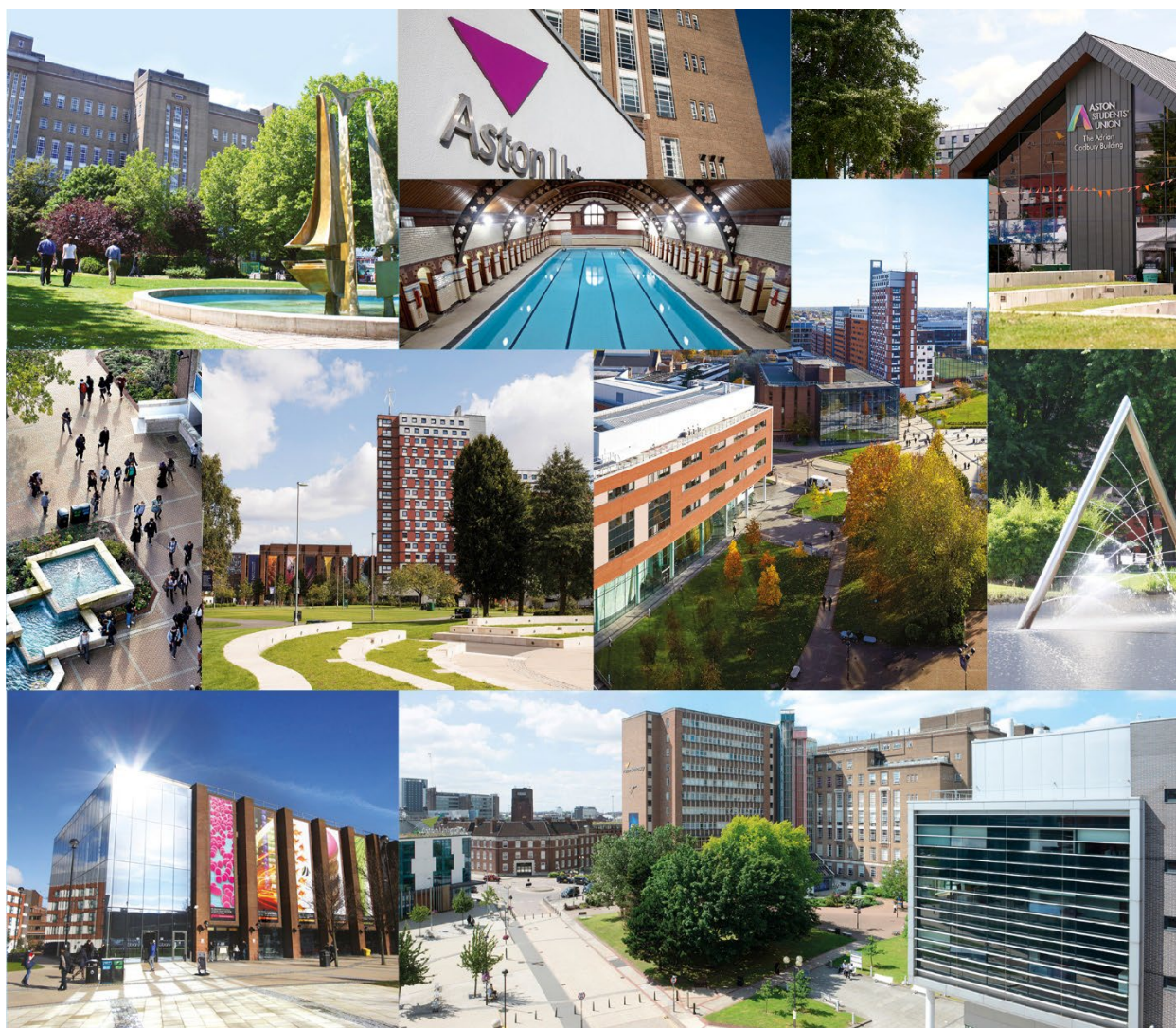
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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.



Contact information

Enquiries about the vacancy:

Name: Professor Osama Khan

Job Title: Deputy Vice-Chancellor (Academic)

Email: Osama.khan@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via 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 are applying for is listed as 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, including meeting the English Language 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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[aston.ac.uk](https://www.aston.ac.uk)



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