



OPPORTUNITY

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Reference: 0382-26

Grade: 7

Salary: £31,236 - £34,610, per annum, depending on experience

Contract Type: permanent

Basis: Full time

Job description

Job Purpose:

The post holder will provide administrative support to the Vice-Chancellor and the Vice-Chancellor's Executive Assistant. S/he will be the first point of contact within the Vice-Chancellor's office and deal with all general enquiries coming into the office in a professional and helpful manner. The post holder will be required to undertake general PA/administrative duties, under direction from the VC's EA, and also play a key role in assisting with the management of high-profile events which the Vice-Chancellor's office organises.

Main Duties/Responsibilities:

- ▶ To work with the Executive Assistant to provide high-level proactive support to the Vice-Chancellor's office and to ensure the smooth running of the Vice-Chancellor's office, including supporting the Executive Assistant with effective and complex diary management; organising meetings and associated administration; dealing with correspondence, including emails, ensuring appropriate circulation where necessary; associated administration such as recording and monitoring deadlines, drafting letters and replies for the Vice-Chancellor's signature.
- ▶ Lead or support specific projects for the Vice-Chancellor, ensuring delivery to plan, budget, and deadlines.
- ▶ Co-ordinate high-profile events, visits, and meetings, including logistics, hospitality, and communications. This will include Long Service Awards and Aston Achievement awards, as well as other events as required.
- ▶ Maintain an annual planner of key events and deadlines for the University and the Vice-Chancellor.
- ▶ Assist the Executive Assistant with the organisation of major University events such as the annual Charter Dinner.
- ▶ Work with the Executive Assistant and the University Events Team on running successful graduations.
- ▶ Act as Secretary to the Honours Committee, seeking nominations for honorary graduands and for Chancellor's Medal recipients, preparing schedules for consideration by the Committee, arranging meetings, writing and circulating papers, writing minutes and taking follow-up action.
- ▶ Organise, in collaboration with the VC's EA, the annual Senior Management Retreat, taking responsibility for the logistical arrangements on site during the event.
- ▶ Work with Executive Assistant to manage the schedule and process bookings for the University cars and chauffeurs.
- ▶ Provide a professional interface between the Vice-Chancellor and an extensive range of internal and external contacts and to deal with enquiries and issues that arise in the Vice-Chancellor's office.
- ▶ In close liaison with the Executive Assistant, help manage the Vice-Chancellor's diary.
- ▶ Organise national and international travel for the Vice-Chancellor, including itineraries, travel schedules, accommodation, visas, and expense processing.
- ▶ Work with the Executive Assistant to ensure that the Vice-Chancellor is fully prepared and briefed for meetings (internal and external), conferences, and other engagements. This may

include drafting correspondence, reports, and presentations, often dealing with confidential and sensitive information.

- ▶ To undertake ad hoc projects and assignments for and on behalf of the Vice-Chancellor, including researching and preparing reports and presentations, background information for speeches, information for foreign trips and other similar projects.
- ▶ To monitor and support the management of the Vice-Chancellor's office budget, working alongside the relevant management accountant. This requires holding responsibility for maintaining accurate financial records, monitoring expenditure and costs, ensuring payments are received where appropriate.
- ▶ To oversee expenses associated with the Vice-Chancellor's external commitments, including responsibility for identifying and processing claims on behalf of the University and the Vice-Chancellor, and arranging repayment to the University and/or the Vice-Chancellor where appropriate.
- ▶ Assist the Executive Assistant with strategic and financial planning, providing analysis and coordination as required.
- ▶ Manage the Vice-Chancellor's webpages, intranet, newsletters etc. working in collaboration with relevant central departments and key school stakeholders.
- ▶ To provide cover for the Executive Assistant as required, and to work as part of the Executive Support Team to ensure that the office is covered at all times.
- ▶ To work outside of normal office hours as and when required.

As part of the Executive Support Team you will:

- ▶ Establish effective working relationships with other staff in the Vice-Chancellor's Office, the Executive Team and their support staff, the wider University community and a wide range of relevant external bodies, often at a senior level.
- ▶ Work with your 'buddy' to provide cover for each other during annual leave or periods of absence.
- ▶ Maintain an awareness of the key areas of activity for all Executive members, to help provide back-up and support to other members of Executive if required.
- ▶ Share best-practice and expertise with other members of the Executive Support team in your own areas of particular strength, to contribute to the collective improvement of systems and ways of working.
- ▶ Commit to continuing professional development and contribute to the learning of others where appropriate.

Additional responsibilities:

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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	Educated to A-level or equivalent	Application form
Experience	<p>Demonstrable experience of successfully working in an administrative/PA role, including diary management, arranging meetings and making travel arrangements in the UK and overseas.</p> <p>Experience of liaising with high profile individuals, external agencies and professional bodies.</p> <p>Experience of event management or organisation of dinners, lectures or other similar events.</p> <p>Experience of working in an environment where you are required to handle confidential, sensitive and commercial information.</p>	Application form and interview
Aptitude and skills	<p>Excellent interpersonal skills, particularly the ability to develop a rapport with, and maintain a network of internal and external stakeholders.</p> <p>Outstanding organisational skills, in particular relating to event planning and following up delegates' attendance and requirements.</p> <p>Sharp prioritising skills, including the ability to successfully produce quality work to tight and often conflicting deadlines.</p> <p>Clear communication skills, both verbal and written – receiving, understanding and effectively communicating both orally and in writing, complex information to a range of audiences, both internally and externally.</p>	<p>Application form and Interview</p> <p>Application form, Interview and Test</p> <p>Application form and Test</p> <p>Application form</p>

	Essential	Method of assessment
	<p>Logical, careful thinker, with good attention to detail and accuracy.</p> <p>Professional, confident and friendly attitude – a real ‘can do’ person who is willing to get involved in all aspects of office life.</p> <p>Highly literate and numerate, able to write coherently and in a variety of styles and manage budgets and expenses accurately.</p> <p>Good IT skills including all MS Office packages and technical aptitude to develop new systems and skills as required. An interest in using and developing AI capability is warmly encouraged.</p>	<p>Interview and Test</p> <p>Interview</p> <p>Application form</p> <p>Application form and Interview</p>

	Desirable	Method of assessment
Education and qualifications	Educated to degree level or equivalent or professional experience in an administration role.	Application form
Experience	<p>Understanding of the Higher Education sector.</p> <p>Experience of minute taking and servicing of committees.</p>	<p>Application form</p> <p>Application form and Interview</p>
Aptitude and Skills	Customer service skills	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Clare Noakes

Job Title: Head of Executive Support and EA to the Vice-Chancellor & Chief Executive

Email: c.noakes@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: [Benefits and Rewards | Aston University](#)

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: Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

Before you start and Right to Work

Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

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>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk