

Executive Assistant



OPPORTUNITY

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Reference: 0993-26

Grade: 7

Salary: £31,236 – £36,636 per annum, depending on experience

Contract Type: Full time

Basis: Permanent

Job description

Job Purpose:

The purpose of this role is to provide high-level and comprehensive secretarial and administrative support to a member (or members) of the Vice-Chancellor's Executive Team (VCET), ensuring they are 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.

In the first instance, this role will be supporting the ED Finance and Chief Information Officer, though the post holder can, after consultation and discussion, be asked to support additional or different Executive members.

As EA to the EDF, it is desirable that the post holder has a working understanding of the finance and procurement activities and will be required to support various meetings aligned to this service such as the Strategic Delivery Group, the Capital Delivery Group and the Finance Senior Management Team. In addition, the postholder will support the wider team portfolio. For example, in arranging approval of finance returns, and finance related internal and external correspondence, as well as tracking mandatory training compliance and supporting team-based initiatives.

As EA to the CIO, the role will mainly be diary management and some general administrative tasks. It is expected that the majority of the post-holder's time will be dedicated to supporting the EDF.

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.

The post holder will be a member of the Executive Support team and as such be expected to collaborate with and support the other Executive Assistants, ensuring a consistent level of support for all members of the VCET, regardless of individual role or portfolio.

Main Duties/Responsibilities

As Executive Assistant to the designated Executive(s), provide an efficient, professional and high-quality business, administrative and executive assistant support service. This includes, but is not limited to:

- ▶ Acting as a first point of contact for all communication and personal contacts for the Executive member(s).
- ▶ Providing a professional interface for any issues relating to the relevant executive portfolio which includes the following responsibilities:
- ▶ Liaising with University departments and colleges on issues relating to the executive portfolio
- ▶ Taking responsibility for diary management for the executive member.
- ▶ Organising and maintaining appropriate filing systems of confidential and non-confidential material.
- ▶ Undertaking accurate minute taking, preparation and distribution of agendas and papers, and following up on all actions that may arise from meetings where the Executive has requested secretariat support.

- ▶ Liaising with external visitors, making arrangements to support visits as appropriate (e.g. setting up meeting dates and setting up online/videoconferencing arrangements where required).
- ▶ Arranging and planning itineraries for UK and overseas trips for the member of the Executive, to ensure objectives are met, the best use of time and value for money, making the necessary travel, accommodation and conference bookings and visa arrangements.
- ▶ Coordinating and managing events, both internal and external, including VIP visits, attending to the booking of meeting rooms, catering, facilities and activities as required by the executive, planning appropriate meeting schedules, briefing visitors and internal colleagues, ensure that visitors are hosted appropriately.
- ▶ Undertaking financial administration (including procurement, raising purchase orders and processing expenses claims) for and related to the executive, ensuring compliance with the University's financial regulations.
- ▶ Liaising with the Visa Compliance team to co-ordinate visa letters for professional and regular visitors as required by the portfolio executive.
- ▶ In consultation with, and agreement of the portfolio executive, providing support with the management their emails.
- ▶ Where appropriate, representing the executive member(s) in briefings or meetings.
- ▶ Acting as a conduit for the flow of high level and sensitive information, providing advice on priorities and monitoring work that enters the office through to completion.
- ▶ Monitoring the progress of actions assigned to the Executive, ensuring that they are followed up and deadlines met.

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.

In consultation with the post holder, this job description may be altered at any time in the future, to include any other duties commensurate with the grade of this post, to meet changing institutional requirements.

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	Degree or hold equivalent qualification or substantial experience in a senior level PA or Executive Assistant role.	Application form
Experience	Demonstrable experience of working at senior level PA/ Executive Assistant/Administrator role Experience of liaising with high profile individuals, external agencies and professional bodies Experience of working in an environment where you are required to handle confidential, sensitive and commercial information Evidence of high quality organisational skills including diary management, meeting arrangements, agendas, response management and travel arrangements	Application form, interview
Aptitude and skills	Exceptional IT and keyboard skills to a minimum of RSA II or equivalent standard Knowledge and understanding of the Higher Education sector. Excellent interpersonal skills – forming and maintaining a network relationships of internal and external stakeholders and lead and run meetings Excellent organisation and prioritising skills, including the ability to successfully produce quality work to tight and often conflicting deadlines Decision making skills – ability to make independent decisions and make recommendations based on an analysis of options Pro-active approach and ability to take ownership of projects Effective verbal, written communication and influencing skills and a high level of attention to detail and ensuring confidentiality at all times Ability to anticipate the needs of the Executive, providing proactive support and solutions in a dynamic environment.	Application form and Interview

	Desirable	Method of assessment
Education and qualifications	Commitment to professional development	Application form
Experience	Experience of working in an Executive Assistant role supporting a senior role e.g. CFO, Pro-Vice Chancellor	Interview and presentation

	Desirable	Method of assessment
	Significant experience of working within HE sector in a high level professional administrative role	
Other requirements	Ability to work independently using considerable initiative as well as the ability to work effectively with others Willing and flexible to work outside office hours, as required, including attendance at University events Understanding of the University's commitment to Equality and Diversity	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.



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

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