

JOB DESCRIPTION

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| Vacancy reference: | SRF33430 |
| Post Title: | Executive Administration Manager |
| Grade: | Grade 6 |
| School/Department: | School of Agriculture, Policy & Development |
| Reports to: | Head of School |
| Responsible for: | Executive Support Team |

Purpose

To provide leadership to the executive support team in their objective of high-quality administration support service to the School of Agriculture, Policy and Development. The role co-ordinates the delivery of a highly professional administrative and executive support services with management responsibility for the Executive Support Team of six.

The post holder must possess a high level of professionalism in both demeanour and conduct, with a proven ability to interact effectively with both internal colleagues and external stakeholders.

With a strong commitment to excellent customer service, the post holder will build strong and effective relationships with colleagues in similar roles across the University, implement common processes and new ways of working and work collaboratively to share best practice for efficient and effective working with the view to build capacity, competency and career development across the Executive Support provision in the University

Main duties and responsibilities

Supporting the Head of School including development and implementation of School strategy, policies and procedures, helping to advise as necessary. The post holder will be a member of the School Board (Senior Management Team). At a more detailed level the post holder has responsibilities for:-

Personnel management

- Coordinating the day to day interaction between the School, Central Functions, other Schools and external stakeholders as necessary.
- Co-ordinating the day to day management of the School's Executive Support team, each of whom have defined responsibilities to provide support to a particular area of the School and contribute to the day-to-day effective running of the School.
- Together with the HR Co-ordinator, monitor all employment contracts in the School.
- Advise, prepare and monitor all requests for new employees, including temporary and casual employees.
- Assist with the recruitment and appointment of all School staff, preparing appropriate job descriptions and person specifications.
- Line Management of the Executive Support team, taking responsibility for the recruitment and appointment of staff in this liaising with relevant staff as appropriate.
- Ensure compliance in personnel matters with University procedures.
- Monitor the utilisation of executive support staff and advise as to appropriate staffing levels.
- Oversee the Performance Development Review process across the School.

- Work closely with designated HR Partner and Advisor, providing guidance on HR matters to School staff.

Building Management

- Together with the Head of School and School Board, administer the allocation and use of space in the School Buildings on the campus.
- Liaise with Estates, Procurement, DTS and other University Functions to ensure the smooth functioning of business within the School's main Agriculture building.
- In conjunction with the Earley Gate Building Support Officer and the Health & Safety Coordinator, co-ordinate fire safety management and general building safety, security, maintenance and infrastructure issues in the Agriculture Building.

Information and data protection

- Monitor conformity with data protection legislation within the School by acting as the School Information Policy Supporter. Responsibility for the provision of management information for the use of School staff, School Board and Committees.

Health and safety

- Together with the Area Health and Safety Coordinator, act as Evacuation Officer for the Agriculture building and maintain general oversight of Health & Safety matters relating to the building. Member of Area Health and Safety Committee.

Supervision received

The post holder will be supervised by the Head of School and will receive general guidance and support from them.

Supervision given

The post holder will be responsible for the line management of the team of Executive Support staff.

Contact

The post holder will liaise frequently with colleagues in other Schools and with the Functions (e.g. Finance, Human Resources, Technical Services, Estates, Digital Technology Services, etc.) and external agencies and visitors.

Terms and conditions

The appointment is a full-time professional services post: there are no specified hours of work, but you will be required to work such hours as are necessary to carry out the duties associated with the post and to supervise executive staff during core hours. Overtime is not payable.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 30 July 2020

PERSON SPECIFICATION

| Job Title | School/Department |
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| Executive Administration Manager | School of Agriculture, Policy and Development |

| Criteria | Essential | Desirable |
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| Skills Required | <ul style="list-style-type: none"> • Excellent organisational and time management skills • Ability to ensure effective liaison and communication at all levels, verbally and in writing • Accuracy and attention to detail • Excellent IT skills with a range of IT packages and systems (including Microsoft Office) • Ability to prepare and analyse management information • Working to strict deadlines • Ability to embrace and enable change • Ability to initiate and judgement to resolve problems independently | <ul style="list-style-type: none"> • Ability to set up and maintain effective systems and procedures |
| Attainment | <ul style="list-style-type: none"> • Educated to degree level and/or with equivalent experience | |
| Knowledge | <ul style="list-style-type: none"> • Experience of working in a busy office environment within an administrative role • Experience of responding to enquiries and providing advice to a range of stakeholders • Proven experience and familiarity with using and maintaining databases and record systems (including on-line and web-based systems) | <ul style="list-style-type: none"> • Experience of minute taking/notetaking following agreed protocols |
| Relevant Experience | <ul style="list-style-type: none"> • Experience of providing executive support to senior management • Experience of line management in a team context and the ability to motivate and lead a team | <ul style="list-style-type: none"> • Experience of producing high level reports and briefings for review by senior staff • Experience of managing staff through change |

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| | <ul style="list-style-type: none"> • Experience of implementing and delivering modern office management systems such as shared drives and electronic record keeping | <ul style="list-style-type: none"> • Experience of introducing new ways of working, including maximising the use of technology • Experience of external engagement and event management |
| Disposition | <ul style="list-style-type: none"> • Strong focus on attention to detail and high-quality output • Focus on continual improvement in executive support • Proactive, flexible, and resilient • Strong team player • Ability to maintain confidentiality • Commitment to collaborative working • Able to adapt and respond to evolving project needs | <ul style="list-style-type: none"> • Willingness to engage in professional development to enhance knowledge and skills. |

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| Completed by: Emma Broomfield | Date: 30 July 2020 |
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