

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF34001
<b>Post Title:</b>	Executive Administrative Assistant
<b>Grade:</b>	4
<b>School/Department:</b>	Chemistry, Food & Pharmacy
<b>Reports to:</b>	Kate Benyon
<b>Responsible for:</b>	n/a

## Purpose

To provide administrative and secretarial support to key members of staff in the School of Chemistry Food and Pharmacy, the Head of Chemistry, Director of the Chemical Analysis Facility (CAF), Departmental Outreach Co-ordinator, Industrial Placement Co-ordinator and Careers Officer, Departmental documentation maintenance and other activities as required.

## Main duties and responsibilities

Person appointed will be the main administrative contact for the Head of the Chemistry Department providing administrative assistance to the Chemistry HoD, Chemistry academic staff and key members in the School of Chemistry, Food & Pharmacy.

Duties to include:

- Diary/Outlook calendar maintenance; HoD appointments and business travel
- Confidential file and document maintenance
- Visitor and Programme External Examiner arrangements, including accommodation, parking permits, hospitality, booking taxis
- Visitor Forms, Information Packs to new staff, setting up new staff/visitor accounts
- Day-to-day communications and enquiry handling. General ad hoc administrative tasks including room bookings
- Some finance work – approval of invoices and good receipting
- Processing new staff appointment documentation, organise related interviews/presentations and processing extensions to existing staff contracts in liaison with the Head of School's Administrative Manager
- Administering the Departmental calendar and Staff Handbook
- Secretary and minute taker for Staff Meetings, Management Outreach Meetings and Athena Swan meetings
- Supporting the Outreach Co-ordinator, Industrial Placement Co-ordinator and Careers Officer to arrange events/activities, assist in the provision of marketing/mail shot related documentation and provide hands-on support for related activities including Spectroscopy Master Classes, Salters Science Days and Chemistry Teachers Day Meetings; Other general secretarial support as and when required
- Assisting with up-dating Chemistry and/or School related information and announcements on the School screen located in the Chemistry & Pharmacy Building main foyer area and the Website.
- Arranging and co-ordinating events related to the Chemistry External Advisory Board meetings. Post acts as secretariat for this group.
- Organises graduation, to include pre-planning, communicating with support services and students to finalise arrangements.
- Assists the Director of Postgraduate studies to organise the annual research day. This includes organising external visitors and award packs for the winning participants.
- Organises the annual staff away-day in conjunction with the HoD and DDTL.
- Organises travel/visas for Departmental staff and postgraduate/post-doctoral workers.

- Acts as administrator for Departmental shared drives. The post is responsible for maintaining appropriate user access in conjunction with appropriate academic staff.
- Any other duties as necessary agreed with Line Manager

**Supervision received**

Head of Chemistry and HoS Administrative Manager

**Supervision given**

None

**Contact**

Post holder will be required to liaise with and support a wide range of internal and external individuals or sections including:

- Head of School's Office
- Heads of Intra-School Departments
- School Finance and Teaching Offices
- Central University administrative sections, including Human Resources
- Director of Chemical Analysis Facility
- Departmental Outreach Co-ordinator
- Departmental Industrial Placement Co-ordinator
- Departmental Careers Officer
- Departmental academic and support staff
- Central Hospitality Services
- External contacts and bodies, including Royal Society of Chemistry

**Terms and conditions**

This role is offered on a part time 0.5 FTE basis (18 hours per week).

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:** 16 October 2019

# PERSON SPECIFICATION

Job Title	School/Department
Executive Administrative Assistant	Chemistry Food & Pharmacy (For Chemistry)

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Outlook, and Word systems</li> <li>• Good telephone manner and helpful approach to queries</li> <li>• Using initiative in seeking help from other sources if unable to help in the first instance</li> <li>• Very Good Timekeeping</li> <li>• Ability to work independently</li> <li>• Experience of minute taking/note-taking</li> <li>• Ability to balance competing priorities and meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Excel spreadsheets</li> <li>• Prior knowledge of University systems helpful but not essential</li> <li>• Knowledge of Agresso finance systems would be useful but not essential as training will be given</li> <li>• Familiarity with online processes, web based systems and standard office systems/procedures</li> <li>• Experience of event organisation &amp; support.</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• A good level of education</li> </ul>	<ul style="list-style-type: none"> <li>• Education to at least A level standard or equivalent qualifications and/or experience.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Familiarity with on-line processes and web based systems and with standard office systems and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Modern office management systems such as shared drives and electronic record keeping.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy office environment within an administrative role</li> <li>• Experience of responding to enquiries and providing advice to a range of stakeholders</li> <li>• Experience of minute taking/note-taking</li> <li>• Experience in project administration support</li> <li>• Experience of events organisation support.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using and maintaining databases and record systems</li> <li>• Experience of working with senior colleagues</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Friendly, affable personality with an ability to remain calm in situations where students require reassurance and assistance</li> <li>• Team Player</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to be part of a team, to assist colleagues when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to adapt to evolving project needs</li> </ul>

- Depending on specific remit of the role, University systems include Agresso, Eat Online, e-portal Room Bookings, RISIS, Blackboard, Barclaycard Spend or other systems

Completed by: Dr J. McKendrick	Date: 16 Oct 2019
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