

JOB DESCRIPTION

Vacancy reference:	SRF29118
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 (Currently 6 staff at Grades 4 & 5)

Purpose

To provide high quality administrative support to the School of Agriculture, Policy and Development. The role co-ordinates the delivery of 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 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 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:-

- 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.

Personnel management

- 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.
- Act as line manager for 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.
- Take overall responsibility for all personnel issues for executive support staff within the School.

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

Building Management

- Together with the Head of School and School Board, administer the allocation and use of space in the School Buildings on the Earley Gate campus.
- Liaise with Maintenance, Procurement, ITS and other University departments 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.

Finance and budgets

- In conjunction with the Executive Support Administrators and Management Accountant, assist in the preparation of annual budgets for the School, in particular in relation to staffing.
- Liaise with appropriate staff in the Finance and Corporate Services directorate with regard to the School budget and financial management. Member of School Finance Committee.

Information and data protection

- Monitor conformity with data protection legislation within the School by acting as the School Information Policy Officer. 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 management of the team of Executive Support staff.

Contact

The post holder will liaise frequently with colleagues in other Schools and with the Directorates (e.g. finance, human resources, health and safety, Facilities Management, Communications, ITS) and external agencies and visitors.

Terms and conditions

The appointment is full time and permanent. This is a professional 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: 17/05/2019

PERSON SPECIFICATION

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

Criteria	Essential	Desirable
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 • deadlines • Ability to embrace and enable change • Ability to initiate and judge 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 a minimum of A-Level standard or with equivalent qualifications and/or experience 	<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 • 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/note-taking 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 • Experience of implementing and delivering modern office management systems such as 	<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 • Experience of introducing new ways of working, including maximising the use of technology

	shared drives and electronic record keeping.	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Commitment to collaborative working • Able to adapt and respond to evolving project needs • Willingness to engage in professional development to enhance knowledge and skills.

Completed by: Lynne Drew	Date:17/05/2019
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