

Events Coordinator and Personal Assistant to the SMT

Job Ref: REQ16707

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

To work closely with the Dean, Operations Director and the Facility Manager to provide support to the wider SMT and in the planning and management of events. This busy role involves daily communication with academic staff, External organisations and other stakeholders. The postholder will need to have excellent organisational skills, demonstrate good use of initiative, and the ability to multi-task.

Job Grade

Administrative Services Grade 5

Job Purpose

To work within the LU London administrative support team to provide support for

- School Event Manager and PA
- Business Administration
- General Administration

Job Duties

Events Co-ordinator and PA to the SMT

1. To provide a full range of PA services to the Dean, Institute Directors and Operations Director including diary management; document preparation; receiving visitors to the office, arranging internal and external meetings; requesting travel arrangements, etc.
2. To act as 'Events Manager' for LU London, ensuring the efficient and effective administration of internal and external events. Tasks will include liaising with potential events co-ordinators, arranging the booking of space, ordering catering, dealing with suppliers and liaising with the Facility Manager and the onsite FM contractors.
3. To, on occasion, manage small teams to ensure that events run smoothly and to budget
4. To ensure that the best use is made of the Dean's time and that of the wider Senior Management Team (SMT) by being proactive in dealing with enquiries.
5. To manage all the Dean's correspondence (including much that is private and confidential) prioritising and taking action as appropriate).
6. To ensure that the relevant paperwork/electronic files are made available to the Dean and Operations Director prior to all meetings.
7. To direct requests for information and action to appropriate staff in the School, and to respond efficiently to requests for documentation and information from members of School staff and other senior University staff.

8. To communicate clearly and effectively within and beyond the office and the University on behalf of the Dean and Operations Manager and to develop excellent working relationships with contacts both internally and externally.
9. To provide committee support for the School's Senior Management Team, which is the main decision making body for the School in relation to operational, strategic and developmental issues, including co-ordinating the agenda items and papers and taking minutes.
10. To work with the Operations Director in developing new and improved policies and procedures, and to support their implementation in conjunction with the SMT and the School's support team.
11. To undertake any other duties as may be reasonably requested by the Dean of the School or the Operations Manager.

Business Administration

1. Using the Agresso Finance System, to be responsible for all day-to-day School business administration as a Designated Department Person (DDP), including financial activities relating to events.
2. To be responsible for purchasing via Purchase Order and Purchase Card, raising invoice requests and BACS transfer requests for either events related activities or the SMT

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing with students and parents, academic staff, external organisations and other University Colleagues.
2. To provide cover and support for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
3. To ensure compliance with relevant University policies and procedures.

To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Support Team Manager.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant previous relevant experience within an appropriate environment.	1,3
	Significant experience of diary management and meeting support including minute taking	1,3
	Experience of dealing with people in a variety of complex and difficult situations.	1,3
	Experience of working individually and as part of a team.	1,3
	Experience of managing events	1,3
Skills and Abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Well-developed problem solving skills, using initiative and judgement in more complex situations.	1,3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1,3
	Able to work under pressure and meet competing deadlines.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of Loughborough University administrative procedures.	1,3
	Experience of Loughborough specific systems and procedures.	1,3
	Experience of the supervision and line management of staff.	1,3
Skills and Abilities	Skills using relevant Loughborough University IT systems eg LUSI, Agresso, Co-Tutor, LEARN and CMIS.	1,3

	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1,3
	Able to take Minutes.	1,3

Conditions of Service

The position is full-time and open-ended. Salary will be on Administrative Services grade 5, £23,879 and £28,452 per annum, at a starting salary to be confirmed on offer of appointment. The post will also qualify for a London allowance of £3,000 per annum.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative Staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We offer an interest free Season Ticket loan (paid yearly and recoverable monthly through salary) and access to a corporate Gym membership with GLL.

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see

Informal Enquiries

Informal enquiries should be made to Deborah Harris, Support Team Manager by email at D.A.Harris@lboro.ac.uk

Applications

The closing date for receipt of applications is **20 November 2016**. Interviews will be held on **1 December 2016**.