

PA to Director

Job Ref: REQ220036

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

We are seeking an experienced PA to provide high level support to the Director of Commercial and Sports Facilities. This is a complex and high achieving organisation requiring a proactive individual who can act with autonomy and provide an excellent level of service to our Director and key stakeholders alike.

Full-Time 37hours

Administrative Services, Grade 4

Job Description

Job Purpose

To contribute to the smooth operation of the Sports Development Centre and its activities by providing effective and efficient administrative support to the Commercial and Sports Facilities Director.

The successful candidate must be able to work within a very dynamic environment whilst still ensuring timely and accurate information, including ability to prioritise and reorganise a complex diary.

Key Tasks

To provide a full confidential personal assistant role to the Commercial and Sports Facilities Director including:

- Maintaining and managing individual's electronic diaries, coordinating all associated appointments, arranging meetings, (including preparing agendas, minutes and chasing actions), booking travel, processing expense claims and making hospitality arrangements.
- Liaising with senior University staff, Heads of Service, Corporate Partners and other external stakeholders/organisations in relation to the Director and broader roles.
- In conjunction with other staff, ensuring the Director has been briefed and received appropriate documentation, prior to all meetings.
- To book all travel and accommodation for the Commercial and Sports Facility Director
- Responsibility for taking appropriate action over all incoming and outgoing post as required by the Director.
- Answering the Directors' telephone and redirecting or dealing with calls as appropriate.
- Meeting and greeting visitors as required ensuring a friendly and professional image is maintained.
- Coordinating programmes/itineraries for visits including scheduling appointments with other University departments, booking equipment, facilities and refreshments as required.
- Acting as Secretary to the Commercial and Facilities Management Team, compiling and circulating the agenda for meetings, coordinating annual returns such as PDR ratings and maintain records of key meetings.
- Work with the SDC Admin support team to provide confidential assistance to Directors in relation to recruitment, selection, annual leave and sickness absence monitoring.
- To support the logistics, invitations and delivery of VIP events for SDC working with the event lead.
- To maintain accurate records of key contacts (internal and external) and partner organisations and ensuring information is kept up to date. Ensuring attendees at events are logged against each contact.
- To attend events where necessary (which may fall on evenings or weekends)

- To reconcile credit card receipts using online system in a timely fashion for the Commercial and Sports Facilities Director
- To raise purchase orders and process invoices for payment, as required, ensuring paperwork is checked and University Financial Procedures are followed.

General Duties

- To carry out general office duties including photocopying, filing, distributing incoming mail, laminating etc. and ensuring that the resource room is kept tidy.
- To undertake other duties, commensurate with the grade, as may reasonably be required by the SDC.
- To attend SDC and other necessary meetings and contribute as appropriate
- To undertake further training and adopt new procedures as and when required..

Other

- 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.
- It will be necessary, on occasions, for the post holder to work outside normal working hours including some work in the evenings and at weekends.
- 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.
- The postholder will work closely with the SDC staff engaged in HR related tasks and therefore previous experience of working in an HR environment would be advantageous.

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

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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 Commercial and Sports Facilities Director

Person Specification

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 and relevant PA experience including diary management on behalf of a senior manager	1
	Significant previous experience of working in an office environment	1
	Substantial previous experience of using a PC with MS Office for Excel, and PowerPoint, MS Outlook for email and a shared calendar system	1,3
	Experience of dealing with a large range of queries	1,3
Skills and abilities	Excellent attention to detail	1,2,3
	Excellent organisational and time management skills	1,2
	Excellent communication and interpersonal skills	2,3
	Ability to work to tight deadlines	1,2
	Ability to work cooperatively and flexibly as part of a team	1,3
	Multi-tasking skills (essential in order to manage workload).	1,2,3
	Ability to forward plan your own schedule of work	1,3
	Ability to maintain confidentiality at all times	1
	Ability to work independently	1,2
	Reliability	1
	Ability and willingness to undertake regular, routine duties	1,3
Training	Ability to adopt new procedures as and when required. Evidence of undertaking further training for role	1
Qualifications	GCSE level or equivalent education including English and Mathematics	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous course administration experience in a Higher Education Environment	1,3
	Previous experience of working in a sport related admin role	1,3
	Interest in sport	
	Experience of using Microsoft Teams and Sharepoint	1
Skills and abilities	Experience of using iTrent HR system, Agresso Finance System and booking travel through provider such as Key travel.	1
Qualifications	A Levels or equivalent	1

	RSA Level 2 or NVQ Level 3 or equivalent	1
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Conditions of Service

The position is a full-time (37 hours). Salary will be on Administrative Services and Grade 4, £21,135 - £24,871 per annum, subject to an annual pay award. Starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 1 to 5 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 also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

Application

The closing date for receipt of applications is **3 February 2022**. Interviews will be held on **23 February 2022**.