



Personal Assistant to the Dean

Job Ref: REQ240179

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Loughborough Business School is internationally-leading in research and teaching covering the disciplines of business, management, finance, accounting and economics.

We provide a high-quality education experience and undertake research that is tailored to the demands of today's business environment. The School is triple-accredited (AMBA, EQUIS and AACSB) and it is consistently rated as one of the UK's top-ten business schools in national league tables. This leading position is built and developed around a vibrant international community that provides an excellent environment for progressing an academic career.

Job Description

To work closely with the Dean to provide a full range of PA support, focusing on operational and strategic efficiency. To assist the School Governance Manager with project delivery tasks. 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 LB administrative support team to provide support for

- The Dean of School
- The School Governance Manager
- Project delivery assistance

Job Duties

Personal Assistant Duties

1. To provide a full range of PA services to the Dean including diary management; document preparation; receiving visitors to the School, arranging internal and external meetings; requesting travel arrangements, etc.
2. To ensure that the best use is made of the Dean's time by being proactive in dealing with enquiries and taking a "big picture" strategic outlook on diary management.
3. To manage the Dean's correspondence (including much that is private and confidential) prioritising and taking action as appropriate).

4. To ensure that the relevant paperwork/electronic files are made available to the Dean prior to all meetings.
5. To respond expeditiously to requests for documentation and information from senior members of the School and University and to ensure the return of documents (with particular attention to sensitive/confidential items).
6. To communicate clearly and effectively within and beyond the School and the University on behalf of the Dean and School Governance Manager; to represent the University appropriately at all times and to develop excellent working relationships, especially with senior contacts both internally and externally.
7. To be responsible for, and use a, purchasing card as and when required on behalf of the Dean and to prepare expenses to be submitted by the Dean via the finance portal.
8. To take responsibility for cascading information from the Dean to the wider school via the online School news platform.

Project Duties

1. To provide support to the School Governance Manager with the delivery of projects -
2. Assist in the coordinating of project activities, resources, equipment, and information.
3. Support with monitoring project progress and running reports.
4. To support with version control by updating documents within the electronic storage system.

General Administration

1. To provide cover and support for other colleagues at busy times and in cases of absence.
2. To undertake any other duties as may be reasonably requested by the Dean or School Governance Manager that are commensurate with the nature and grade of the post.
3. To ensure compliance with relevant University policies and procedures.
4. To undertake any training and development deemed appropriate for the position by your 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

Responsible to the School Governance Manager

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 previous relevant experience within an appropriate environment.	1, 3
	Significant experience of diary, and email inbox, management and meeting support including minute taking	1, 2, 3
	Experience of dealing with people in a variety of complex and difficult situations.	1, 2, 3
	Experience of working individually and as part of a team.	1, 3
	Experience of coordinating events	1, 3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1, 3
	Demonstrate 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, 2, 3
	Demonstrate a high level of organisation with the ability to work under pressure and meet competing deadlines.	1, 2, 3
	Ability to work with the upmost discretion	1, 3
	Demonstrable excellent interpersonal, organisational, oral and written communication skills	1, 2, 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, 3
	Demonstrate the ability to increase the productivity of the Dean via active diary management and strategic thinking	1, 3
	Demonstrate innovative thinking to enable process development and project assistance	1, 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 e.g. LUSI, Agresso, Co-Tutor, LEARN and CMIS.	1, 3
	Understanding and knowledge of relevant legislation e.g. 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, £27,979 - £32,982 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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>)

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 <http://www.lboro.ac.uk/services/hr/athena-swan/>