

## **Executive Support Administrator**

**Job Ref: REQ250716**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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

#### **Job Grade:**

Administrative Services Grade 4

#### **Job Purpose**

To provide PA support to the Dean of the School of Science, along with general administrative assistance across a variety of areas to support the School's Senior Leadership Team (SLT).

#### **Job Duties**

##### **Executive Support**

1. To work closely with the Operations Officer to provide a range of administrative support to the School of Science; including the Dean, Associate Deans and Heads of Department.
2. To provide PA and administrative support for Learning and Teaching, Research and Innovation across the School.
3. To provide confidential and professional support to the School SLT, working with significant amounts of personal and sensitive information. This can include: electronic diary management; dealing with enquiries; receiving visitors to the office; arranging internal and external meetings.
4. To provide administrative support for all School Meetings as required including scheduling, co-ordinating agenda items, producing papers and taking notes/actions.
5. To respond to direct requests for information from members of School staff and other senior University staff and action efficiently. In the absence of key staff, consult with appropriate School staff and communicate any decisions as requested.
6. To administer the invitation of academic visits to the School in line with relevant legislation.
7. To provide administrative support for human resources activity as required.
8. To provide administrative support for finance related activities as required.

##### **Facilities Management**

9. To liaise with Facilities Management and other Professional Services in the University to report and help resolve issues related to buildings and/or services.
10. To work with the Operations Officer and Head of Operations to support space allocation within the School, highlighting in a timely manner where demands are unable to be met.
11. To support the allocation and recovery of keys within the School, ensuring an accurate list is maintained for auditing purposes.

## **General Administration**

12. To provide cover 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.
13. To ensure compliance with relevant University policies and procedures.
14. To undertake any training and development deemed appropriate for the position by the Head of Operations and the Operations Officer.

## **Points To Note**

This role will be predominantly office-based, with occasional opportunities to work from home.

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 Operations Officer

## 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	Previous relevant experience of working in a busy office environment.	1,3
	Experience within a customer- focussed environment.	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
	Experience of contributing to the development of new processes and Standard Operating Procedures.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,2, 3
	Excellent interpersonal, oral and written communication skills.	1,3
	Able to demonstrate strong time management skills.	
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
	Effective note taking skills	1, 3
	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 creating and following standard administrative procedures.	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

## Conditions of Service

The position is full time and open-ended. Salary will be on Administrative Services Grade 4 (£26,527 – £28,381 per annum) at a 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 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 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/>

## Informal Enquiries

Informal enquiries should be made to Carly Baugh, Operations Officer by email at [c.baugh@lboro.ac.uk](mailto:c.baugh@lboro.ac.uk).