

Job Ref: REQ250885

PA to the Pro Vice-Chancellor for Sport – part of the VC's Office Support Team

Job Description

Job Grade

Administrative Services Grade 5

Job Purpose

To manage and provide a pro-active, high level of personal assistance and administrative support to the Pro Vice-Chancellor for Sport, based as part of a team in the University's Vice-Chancellor's Office (VCO).

Job Duties

- To provide a high-level of tailored daily personal support to the Pro Vice-Chancellor for Sport (PVC-S) to ensure comfort, efficiency, and readiness throughout the day, assisting with logistics across campus throughout the day.
- To provide a highly professional level of secretarial services and administrative support including Office 365, preparation of documents, managing incoming enquiries, receiving visitors to the office, arranging internal and external meetings, and making travel arrangements.
- To proactively manage the senior manager's diary, ensuring that their time is utilised effectively working in collaboration with the Executive Officer for the PVC-S.
- To manage the senior manager's email and other correspondence, including much that is private and confidential, setting priorities, redirecting and taking action as appropriate.
- To provide and maintain electronic filing systems.
- To ensure, in conjunction with other staff, that the senior manager has been fully briefed or received appropriate documentation prior to all meetings.
- To take decisions or action on urgent matters in the absence of the senior managers, in consultation with other relevant colleagues.
- Where relevant, to provide additional support to other senior managers of the University supported from the VCO.
- To respond expeditiously to requests for documentation and information from members of the senior management team and/or other senior University staff and to ensure the return of documents (with particular attention to sensitive or confidential items).
- To communicate clearly and efficiently within and beyond the VCO and the University on behalf of the senior manager; to represent the University appropriately at all times and to develop excellent working relationships with, especially senior contacts, internally and externally.

- Collaborating with the VCO Office Manager, colleagues in the VCO and across the institution, play a key role in planning and arranging events or visits that relate to or involve the senior manager with internal and external stakeholders. This includes high profile hospitality events, e.g. graduation, stakeholder campus visits, and hosting honorary graduates, VIPs and dignitaries.
- Opportunities to accompany and provide support for the senior manager on national and international trips and delegations, on occasion if required.
- To provide support for the senior manager in respect of any external appointments, integrating these activities with more directly University-related duties.
- To ensure compliance with relevant University policies and procedures, including GDPR and other relevant legislation.
- To adapt approach to the needs, priorities and work practices of the senior manager, where appropriate.
- To undertake such other duties that are commensurate with the nature and grade of the post.

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 will 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: Vice-Chancellor's Office Manager

Responsible for: None

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 experience – within a comparable complex environment of providing high-quality professional support to a senior leader. | 1,3 |
| | Significant experience of providing proactive, confidential personal support to a senior leader that includes anticipating their personal needs and supporting with logistical arrangements throughout the day. | 1,2,3 |
| | Experience within a student- or other customer-focused environment. | 1,3 |
| | Experience of working with senior stakeholders and colleagues at all levels of an organization. | 1,3 |
| | Experience of working individually and as part of a team. | 1,3 |
| Skills and abilities | Initiative, flexibility and the ability to adapt to a changing work environment. | 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 effectively deal with unforeseen problems and circumstances. | 1,3 |
| | Able to work under pressure and meet competing deadlines. | 1, 2, 3 |
| | Excellent interpersonal, organisational, oral and written communication skills. | 1, 3 |
| | Able to work with accuracy and attention to detail. | 2, 3 |
| | Excellent practical IT skills including Microsoft Office and Outlook diary management. | 2,3 |
| Training | Demonstrate evidence of having undertaken further training. | 1,3 |
| | Adopt new procedures as and when required. | 3 |
| Qualifications | A level education or equivalent. | 1 |

Desirable Criteria: Desirable Criteria: are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications all meeting the essential criteria.

| Area | Criteria | Stage |
|------------|--|-------|
| Experience | Experience of servicing meetings, recruitment panels or other formal committees, including the preparation of notes and minutes. | 1 |
| | Working with high-profile/confidential clients and partners | 1 |
| | Understanding and knowledge of relevant legislation e.g. GDPR, SENDA, Freedom of Information etc. | 1,3 |

Conditions of Service

The position is full time and open ended. Salary will be on Staff Grade 5, 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](#).

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough. We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.