

Job Ref: REQ250887

## Executive Officer to the Pro Vice-Chancellor for Sport

### Job Description

#### Job Grade

Management and Specialist Grade 6

#### Job Purpose

To work side by side with the **Pro Vice-Chancellor as their principal support** where you will provide proactive, high-quality executive support. Based in the Vice-Chancellor's Office (VCO), you will lead, deliver and coordinate high-impact activities including preparing briefings and presentations, prioritising and actioning tasks, coordinating projects and activities, and in collaboration with the Personal Assistant, manage emails, correspondence and ensure that all personal arrangements are catered for.

A wide-ranging high-profile role supporting a portfolio of strategic importance, you will manage a diverse workload, work closely with colleagues, senior managers, and a range of external stakeholders across the sporting eco-system.

#### Job Duties

- To provide a highly professional level of executive support and workload management to the Pro Vice-Chancellor for Sport (PVC-S), ensuring that their portfolio is effectively managed and coordinated and, in collaboration with their PA, that their day-to-day activities run smoothly and that deadlines are met.
- Working closely with their PA, ensure that their time is managed efficiently and effectively. This includes proactively forward-planning, taking long-term and strategic views into account, managing email and correspondence (including much that is private and confidential) to review a range of requests and make judgements to ensure meetings are prioritised.
- Taking ownership of appropriate actions and follow-up related to the PVC-S and facilitating the resolution of matters requiring their attention, providing recommendations where appropriate. This may include correspondence, briefings, and actions from meetings.
- Ensuring that the PVC-S is briefed appropriately ahead of time. Working collaboratively with other colleagues, taking a proactive approach to requesting, co-ordinating and collating briefing papers for meetings and ensuring content is accurate, proportionate to the need, and prepared well in advance.
- To communicate clearly and effectively within and beyond the VCO and the University on behalf of the PVC-S; to represent the University appropriately at all times and to develop excellent working relationships with contacts, especially senior contacts, internally and externally
- Working closely with the PVC-S, appropriate colleagues and stakeholders, drafting correspondence, speeches, reports, papers and other documentation as required. Editing and checking documents produced by the Pro Vice-Chancellor.

- Providing project coordination support to the Pro Vice-Chancellor (Sport), assisting with the planning, tracking, and delivery of sport-related initiatives, while ensuring effective communication and stakeholder engagement.
- Building and maintaining relationships with a range of stakeholders including:
  - Professional partners and high-profile stakeholders across the sporting eco-system
  - Members of Council, Senate, University Executive Board, University Leadership Group and the Senior leadership team;
  - Deans of Schools and Directors of Professional Services departments, including Loughborough Sport;
  - Colleagues within the wider VCO;
  - External visitors, international and high-profile stakeholders, including representatives from national/local government bodies, research councils and other higher education institutions, dignitaries, etc.;
- Developing and maintaining knowledge of University Strategy, policy, procedure and practices in order to support the PVC-S's strategic work.
- Undertaking workflow reviews and recommending and implementing change where required, in consultation with other colleagues. Support and train others in new procedures or skills where required.
- Working closely with the VCO Office Manager and PA team to support the delivery of high-quality support across the senior staff, including in relation to high profile hospitality events and visits..
- Liaising with the offices of government representatives, VIPs and dignitaries to co-ordinate meetings, visits and engagements in accordance with protocol.
- Independently service strategic or operational meetings, including assisting with the preparation of papers, presentations and note- or minute-taking. Follow up with actions and track responses and deadlines. Support the technical set up of virtual meetings as required.
- Opportunities to accompany and provide support to the PVC-S on international delegations and trips, on occasion as required.
- To ensure compliance with relevant University policies and procedures, including GDPR and other relevant legislation.
- 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.

As part of the general duties, the Vice-Chancellor's Office team provide cover during the core office hours of 8.30-17.00 each day. The postholder's working pattern would be expected to contribute to elements of this cover on occasion, typically in relation to the Pro Vice-Chancellor's support.

The Pro-Vice Chancellor attends events that sometimes fall outside of standard working hours, the role may be required to work flexibly on occasion to provide support.

## **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 Equity, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity and Inclusion legislation and University policies/procedures.

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

**Organisational Responsibility:**

**Reports to:** Deputy Chief of Staff

**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 an appropriate environment and complex organisation – of providing comparable high-quality professional, confidential support to a senior leader	1,2,3
	Experience of working with senior stakeholders, and colleagues at all levels of the organisation.	1
	Experience of producing and presenting concise and clear briefings and reports, adapting to difference audience as appropriate and including the effective use of data.	2
	Experience of managing diaries and email correspondence, including the ability to manage multiple changing and complex priorities	1
Skills and abilities	Initiative, flexibility and the ability to adapt to a changing and dynamic work environment.	1,3
	Ability to use creative approaches to effectively problem solve, ensuring the input of others and using initiative and judgement in more complex situations.	1,2,3
	Able to maintain the highest levels of professionalism, conduct and credibility, to represent the office and the University, and to ensure effective strategic relationships with the university's stakeholders.	2,3
	Able to plan, prioritise, and work independently, using sound judgment to address unforeseen issues proactively and escalate when necessary.	2,3
	Excellent interpersonal, organisational, and oral communication skills.	1,3
	Able to work with accuracy and attention to detail, including in collaboration with others.	1,2,3
	Proficient in the use of a wide range of Microsoft Office applications and different software program, and the ability to use technology to drive effective ways of working.	1,2
Training	Demonstrate evidence of having undertaken further training.	3
	Adopt new procedures as and when required.	1,3
Qualifications	Degree level education or equivalent	1
Other	Commitment to understanding Equity, Diversity and Inclusion (EDI) challenges and observing University EDI policies.	3

**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 the supervision and line management of staff.	1

	Experience of working with high-profile/confidential clients	1
	Evidence of and ability to develop strong professional networks	3
	Experience of servicing meetings, recruitment panels or other formal committees, including the preparation of notes and minutes	1
Skills and abilities	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 6, at a starting salary to be confirmed on offer of appointment.

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.**