

## PA to the Dean

### Job Description

#### Job Grade:

Administrative Services Grade 5

#### Job Purpose

To manage and provide a proactive, high level of personal assistance and administrative support to the Dean of the Wolfson School of Mechanical, Electrical and Manufacturing Engineering. In addition, the post holder will be the Secretary to the university level Defence and Security sector group, organize a stakeholder engagement programme as part of the Defence University Alliance (DUA) and be the administrative officer for a newly formed Centre of Excellence in Defence and Security.

#### Job Duties:

- To provide a highly professional level of secretarial services/administrative support to the Dean, (including Office 365, documents preparation; dealing with incoming enquiries; receiving visitors to the office, arranging internal and external meetings).
- Support in internal and external bid preparation.
- To make travel and accommodation arrangements in line with the University's Procurement policies and provide guidance on how to claim travel expenses.
- To professionally manage the Dean's diary using Outlook and agreed principles to ensure effective time management.
- To manage the Dean's email and other correspondence (including much that is private and confidential, setting priorities and taking action as appropriate).
- To provide and maintain electronic filing systems on behalf of the Dean.
- To direct requests for information and action to appropriate staff in the University.
- To make arrangements for regular meetings internally and externally on behalf of the Dean.
- To ensure that the Dean 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 Dean, in consultation, as may be appropriate, with their senior colleagues.
- To work with the Dean to facilitate the submission of reports, including collation of data and drafting of reports for the approval of the Dean.
- To respond expeditiously to requests for documentation and information from senior University colleagues and to ensure the return of documents (with particular attention to sensitive confidential items).
- To communicate clearly and efficiently within and beyond the Dean's office and the University on their behalf; to represent the University appropriately at all times and to develop excellent working relationships, especially with senior contacts internally and externally.

- To attend School meetings and take notes or minutes as required by the Dean. Supporting the technical set up of virtual meetings as required.
- To organise and arrange away-days, conferences; seminars; workshops; interview panels on behalf of the Dean.
- Develop and maintain a contact list (internal and external) for the Dean office.
- To ensure compliance with relevant University policies and procedures.
- To adapt approach to meet the needs and work practices of the Dean where appropriate.
- Working collaboratively with the Wolfson support team to provide administrative support to the Deanery.
- Defence and Security Sector Group:
  - Act as the secretary for the group and the advisory committee, this involves proactively working with the Academic Lead for the Sector, organising meetings/events and being the contact point for the Defence and Security Advisory Group.
  - Develop and manage a contact database for the sector.
  - Proactively improve visibility of Defence and Security at the University, working collaboratively with the Universities Marketing/Comms Team
  - Proactively support regional Defence and Security meetings and events.
- Defence University Alliance (DUA):
  - Organise DUA events with other members.
  - Provide a long-term support to enhance the defence and security strategy at Loughborough University
  - Regularly engage with very senior industry partners and the MoD senior officers
  - Work collaboratively with the Universities Marketing/Comms Team
  - Independently co-ordinate DUA network of partners and organize regular engagements.
- Proposed Centre of Excellence (CoE) in Defence and Security
  - Act as the coordinator for the newly formed CoE across LU
  - Collect Defence and Security research and education data in a repository
  - Be the CoE administrator with a university wide remit.

**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 outlined in the document.

**Organisational Responsibility:**

**Reports to:** Head of Operations, Wolfson School

**Responsible for:** None

## Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 - Criteria measured within the Application
- 2 - Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

### Essential Criteria

| Area                 | Criteria                                                                                                                                                       | Stage |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Experience           | Significant relevant experience of providing high-quality proactive support to senior leaders within a comparable environment.                                 | 1,3   |
|                      | Experience of establishing and maintaining approaches that ensure the effective management of inboxes and that ensure correspondence is dealt with effectively | 1,3   |
|                      | Highly experienced at proactive diary management across complex and busy diaries, preparing papers and briefings                                               | 1,2,3 |
|                      | Experienced at coordinating large meetings, workshops and away-days involving senior stakeholders from across the University with complex diaries              | 1,3   |
|                      | Experience of developing and maintaining departmental processes e.g., holiday entitlements, monitoring completions, processing requests                        | 1,3   |
|                      | Experience of dealing with matters of a sensitive or confidential nature with professionalism                                                                  | 1,2,3 |
|                      | Experience of dealing with people in a variety of complex and difficult situations.                                                                            | 1,3   |
|                      | Experience of working individually and as part of a team.                                                                                                      | 1,3   |
|                      | Experience of marketing strategies/campaigns and communications                                                                                                | 1,3   |
| Skills and abilities | Flexibility and the ability to adapt to a changing work environment.                                                                                           | 1,3   |
|                      | Ability to work across two teams effectively, and manage workload                                                                                              |       |
|                      | Well-developed problem-solving skills, using initiative and judgement in more complex situations.                                                              | 1,2,3 |
|                      | Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.                                            | 1,3   |
|                      | Able to work under pressure and meet competing deadlines.                                                                                                      | 1,2,3 |
|                      | 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.                                                                                                     | 1,2,3 |
| 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     |
| Other          | Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression | 1,3   |

#### 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   |
| Skills and abilities | Understanding and knowledge of relevant legislation e.g., Data Protection Act, Freedom of Information etc. | 1,3   |

## Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade. A temporary recruitment supplement is available upon offer in addition to the base grade.

## Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

## 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 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.



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 themselves with a disability, provided they meet the essential criteria for a role. 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.**