

Executive Officer to the Dean

0.8FTE (Fixed Term for 6 Months)

REQ260574

School summary:

The School of Design and Creative Arts is ranked within the Top 15 in the UK for Product Design - The Guardian University Guide 2026, 2nd for Graphic Design in the 2025 Guardian University League Table, 4th for Art & Design in the 2025 Complete University Guide and with the Times Good University Guide. The School of Design and Creative Arts received £3 million of investment this year, with new facilities opening in the Autumn 2026.

Job Description

Job Family and Grade: Administrative Services Grade 5

Job Purpose

To work within the School of Design and Creative Arts School to provide proactive executive support to the Dean to enable cross university Student and Graduate Enterprise Support.

To support Dean in this cross university and external work, dealing with queries as appropriate, referring on more complex queries in a timely manner and ensuring they are resolved satisfactorily. Co-ordinating and liaising with VIP's, students and external visitors and planning events and enterprise support.

To work within the School of Design and Creative Arts Business Administration office to provide support for

- **Student and Graduate Enterprise Support for the Dean**

Job Duties

- Operating confidentially and professionally, working with significant amounts of personal and sensitive information, to provide a full range of executive services to the Dean in matter related to student and graduate enterprise. This can include document preparation, dealing with enquiries receiving visitors to the office; arranging internal and external meetings; coordinating travel itineraries, and facilitating visits from visitors and students.
- Organising events, workshops or exhibition to enhance student and graduate enterprise
- To ensure that the best use is made of the Dean's time by proactively monitoring and prioritising activities to ensure deadlines are met with the remit of student and graduate enterprise.
- To direct requests for information and action to appropriate staff in the University including all schools, student facing services and external stakeholders and to respond efficiently to requests for documentation and information from other senior University staff.
- In the absence of the Dean to consult with appropriate senior staff and communicate any decisions as requested.

- To provide meeting support including preparing paperwork, taking minutes, and monitoring of actions, for all university-level meetings relating to student and graduate enterprise
- To undertake any other duties as may be reasonably requested by the Dean
- To work closely with staff in the VC's Office and when needed other members of UEB, ULG and their professional services staff.

General Administration

1. Assist with other administrative duties within the Business Administration Office where appropriate
2. Provide cover for colleagues at busy times and in cases of absence by becoming familiar with their roles/tasks as appropriate and assisting when necessary.
3. Develop and maintain strong working relationships with central University departments and liaise appropriately with colleagues in all areas to carry out required tasks.
4. Ensure compliance with University regulations, ordinances, policies and procedures.
5. Undertake any training and development deemed appropriate for the position by the Dean or other senior colleagues.
6. Any other duties across the School commensurate with the grade and nature of the post, as directed by the Line Manager

To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant 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 outlined in the document.

Organisational Responsibility

Reports to the: Dean of School of Design and Creative Arts

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 at Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Significant previous relevant experience within executive administration support, and student administration	1, 3
	Significant experience within student or enterprise focused environment.	1, 3
	Experience of working in Marketing or events	1,3
	Experience of diary management at a senior level and facilitating events and enhancing stakeholder experience	1, 3
	Experience of dealing with people in a variety of complex and difficult situations.	1, 3
	Experience of organising or planning and marketing events and exhibitions	1, 3
	Experience of working individually and as part of a team.	1, 3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1, 3
	Able to work under pressure and meet competing deadlines.	1, 3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1, 3
	Excellent interpersonal, organisational, oral and written communication skills.	1, 3
	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
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 or relevant work experience	1
Other	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 student enterprise and/or student administration	1, 3
	Experience of Loughborough specific systems and procedures.	1, 3
Skills and abilities	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1, 3
	Skills using relevant Loughborough University IT systems eg Agresso, iTrent.	1, 3
Qualifications	Appropriate professional qualification.	1, 3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job 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 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.