

Role Description

Role Title: Executive Personal Assistant to the Principal and Chief Executive	Pay Grade: Grade 7
Normal Place of Work: College Green, with regular travel between all College centres	Line Manager: Principal and Chief Executive
Normal Working Hours: Full time equivalent hours of 37 per week, with regular flexibility to work outside of normal office hours in support of breakfast and evening events/meetings	Responsible For: N/A

ROLE PURPOSE

To provide efficient and effective support to the Principal and Chief Executive to enable him/her to be effective in their duties. This will include:

- Overseeing the effective provision of an executive support service to the Strategic Leadership Team (SLT), and ensuring the office is covered, and the team of personal assistants collaborate effectively in the discharge of their duties
- Acting as the Clerk/Secretariat at key meetings internally and externally as determined by the Principal and Chief Executive
- Liaising on behalf of the Principal and Chief Executive with key partners and stakeholders, internally and externally
- Organising and prioritising tasks; actions from meetings; engagements; communications; organising meetings and full diary management
- Supporting the Principal and Chief Executive, and the wider SLT, in maintaining key College documentation, policies and contracts as required
- Acting as the first point of contact for the Principal and Chief Executive, both internally and externally

PRINCIPAL ACCOUNTABILITIES

The Executive PA to the Principal and Chief Executive will:

1. Coordinate key internal and external meetings, ensuring the timely production of agendas, minutes and circulation of papers, as required
2. Provide oversight and coordination of daily diary management and meeting arrangements, including briefings, papers, travel arrangements, and support other SLT colleagues with diary issues, where necessary
3. To act as the first point of contact for the Principal and Chief Executive, triaging incoming correspondence (in whatever form) and assessing how it should be dealt with, including allocating, as required, to other senior members of staff
4. To be available to support the Principal and Chief Executive and key meetings and events, as required, including those which might fall outside of normal office hours
5. Prioritise and organise the Principal and Chief Executive's internal and external communications, tasks and actions from meetings
6. Prioritise activities and support the Principal and Chief Executive in preparing timely reports and papers for meetings, as required from time to time. This will include working with staff at all levels of the organisation to contribute to the development of these reports.
7. To work flexibly as part of the team of personal assistants to senior staff, providing cover for duties as and when required

8. Support the Principal and Chief Executive in planning for and coordinating meetings and significant visits from external partners and regulatory bodies, this will include the funding agency, inspectorate and other significant external bodies.
9. Support the Principal and Chief Executive in the production and presentation of correspondence and reports, for internal and external audiences
10. Be responsible for the monitoring and tracking of budgets held by the Principal and Chief Executive, including raising Electronic Purchase Orders and monitoring payment of receipts through the College's electronic payment system (APTOS) and managing expense claims
11. Maintain clear and effective communications with the Principal and Chief Executive's key contacts and direct line reports
12. To support the Principal and Chief Executive to maintain accurate and up to date records, both in physical and electronic formats which meet the relevant audit and compliance requirements as well as the College's responsibilities under the General Data Protection Regulations (GDPR)

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

<ul style="list-style-type: none"> • SLT PAs 	To work closely with the SLT PA team to ensure collaboration between diary commitments and effective use of time for the Principal and Chief Executive and other SLT members
<ul style="list-style-type: none"> • Strategic Leadership Team 	To work closely and flexibly with members of the SLT to ensure effective lines of communication, good use of time and ability to prioritise workloads
<ul style="list-style-type: none"> • College Leadership Team 	Being able to work collaboratively with CLT to ensure timely responses to requests from the Principal and Chief Executive and/or SLT and confidence when follow up is required
<ul style="list-style-type: none"> • Students 	To support the Vice Principal to engage with students as part of the College's policies for improving teaching, learning and assessments and in upholding the Student Code of Conduct

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's 'student first' ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes/ promoting innovation
- To participate in the College Annual Appraisal process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives, including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: integrity, respect, ambition and pride

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focus on progression and employment; pride in what we do and our place in the city; collaboration and continual improvement..

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE Grade 5 (equivalent to C) and above in Maths and English	✓		AF/Cert
NVQ Level 3 in Business Administration or above or similar	✓		AF/Cert
Graduate level qualification in Business Administration, communications or related field		✓	AF/Cert
Formal qualifications in IT and/or use of Microsoft programmes		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Previous experience of diary management and prioritising conflicting workloads in a busy administrative environment	✓		AF/IV
Experience in prioritising duties within the changing demands of the post	✓		AF/IV
Experience of working in a fast paced environment with changing priorities	✓		AF/IV
Experience of building and maintaining relationships with external and internal stakeholders	✓		AF/IV
Experience of working flexibly as part of a busy team	✓		AF/IV
Knowledge or experience of working with external regulators and/or partners		✓	AF/IV
Knowledge or experience of FE or HE sector		✓	AF/IV
SKILLS AND ABILITIES			
Excellent oral and written communication skills	✓		AF/IV
Excellent interpersonal and networking skills	✓		AF/IV
Good planning and organisation skills	✓		AF/IV
Ability to problem solve and plan ahead	✓		
Good analysis, problem solving and decision-making skills	✓		AF/IV
Ability to commit to the College values, in particular around embracing diversity and the welfare of students	✓		AF/IV
Ability to commit to continuous professional development	✓		AF/IV
Ability to use IT at a level commensurate with job role	✓		AF/IV
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home, if required	✓		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

Signed

Date 28.09.18