
TITLE: PA to Group Executive Director: Communications, Marketing and Student Support

GRADE: Scale 5

FRACTION: 0.5 of a full-time post

RESPONSIBLE TO: Group Executive Director: Communications, Marketing and Student Support

BASE CAMPUS: Hackney Campus, but must be willing to travel to other New City College campuses as required.

PURPOSE OF JOB:

- Provide administrative support to the Group Executive Director: Communications, Marketing and Student Support and support the work of the directorate.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.

2. In common with all other support staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other business support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

3. Particular to the Post:

- 3.1 Provide comprehensive administrative support to the Group Executive Director to include a full and varied range of administration and office duties, data compilation and reporting.
- 3.2 Support accurate representation of the college's visual brand identity by correctly using and applying digital images, the college's logos and corporate style in all documents and presentations and supporting others to do so.
- 3.3 Make sure that information relating to the directorate is updated, accurate and accessible to all team members using online systems.
- 3.4 Use the college's management information systems to produce and share accurate reports, in line with General Data Protection Regulations.
- 3.5 Undertake analysis of data for reporting purposes, for example survey data, student data, enquiry data.
- 3.6 Support the Group Executive Director's internal communications remit by, for example, updating information on the college's intranet.
- 3.7 Provide occasional support within the directorate's teams as directed which may mean responding to enquiries by phone or email, working at college reception desks or supporting student enrolments as required.
- 3.8 Support college student corporate and recruitment events.
- 3.9 Undertake any comparable duties as required by the Executive Director or other members of the management team.

4. Person Specification:

- 4.1 Proven, relevant excellent administrative skills with commitment to accuracy and impeccable spelling and grammar.

- 4.2 Experience which evidences a high level of skill with Microsoft Office applications, graphics and/or presentation packages, shared documents, MS Outlook and other applications that would be commonly used within a Communications directorate.
- 4.3 Proven understanding of and ability to adhere to visual corporate identity.
- 4.4 Experience of using complex data or management information systems.
- 4.5 Fast, accurate inputting and document production skills.
- 4.6 Excellent interpersonal and communication skills.
- 4.7 Experience of working well independently, on your own initiative and as part of a wider team.
- 4.8 Ability to use own initiative to resolve any problems that arise.
- 4.9 Proactive and organised approach to work. Flexibility to prioritise and undertake wide-ranging tasks, with the ability to stay calm during busy times.
- 4.10 Knowledge and understanding of the General Data Protection Regulations and how this relates to the role.
- 4.11 Knowledge and understanding of Safeguarding and Prevent agenda and best practice, how this relates to the role and how you can contribute to the safety and wellbeing of the college community.
- 4.12 Understanding of how this post is vital in promoting and implementing policies and procedures relating to the equality of opportunity.

Additional Information:

Hours of work: 0.5 of a full-time position. Hours to be agreed with the successful candidate.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, hours of attendance may be varied after consultation with the member of staff concerned.

The post holder will normally have one base borough within the New City College Group and will be expected to work from time to time at any New City College campus as required by the college to meet the needs of the service.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.