

University of London

Job Specification

Job Title: Personal Assistant and Administrative Officer
Department: The Warburg Institute
Section: Secretarist
Level: 05 (CTS)

Job Purpose:	The holder of this post will provide high-level Executive Assistant support to the Director and undertake a range of administrative duties in support of the activities of the Institute and its Senior Management Team.	
Job Content:		%
Executive Assistant <ol style="list-style-type: none"> 1. Act as the first point of contact for the Director. 2. Extensive diary management for the Director, including liaising with other contacts at a range of levels to book and organise meetings and other activities associated with the Director's role at the Institute. 3. All client and meeting management for the Director including meeting and greeting, fielding telephone enquiries, booking catering. 4. Facilitate travel arrangements, including flights and accommodation for the Director. 5. Submit Director's expense claims for reimbursement. 6. Support the rest of the Senior Management Team with any required diary management, ensure papers and reports required by the senior management team at meetings are available in the required format prior to the meeting. 7. Administrative and secretarial support to the Director and Deputy Director in their academic and other Institute activities where required. 		40%
Institute Officer <ol style="list-style-type: none"> 1. Act as the main point of contact for Academic Fellows at the Institute: <ol style="list-style-type: none"> a. Ensure all Institute Fellowships are posted on the relevant internal systems. b. Assist the fellowship selection panel by booking interviews and preparing supporting materials. c. In liaison with the Institute Manager send out all correspondence required following the completion of the selection process. d. Undertake the pre-arrival preparation for fellows including working with the Estates and Facilities Manager to ensure all fellows have the appropriate equipment in place prior to their arrival. e. Assist the Institute Manager with welcoming new fellows and performing inductions where appropriate. f. Collect end of visit reports from fellows. g. Maintain a central list of all fellows which can be used for reporting purposes. 		20%

<p>2. General Institute Administration</p> <ol style="list-style-type: none"> a. Act as a first point of contact for general Institute enquiries and efficiently field the enquiries to the appropriate contacts at the Institute, School of Advanced Study (SAS) and the University of London. b. Develop and maintain records relating to the some of the Institute's activities in liaison with key members of Institute staff and other areas of SAS and the University of London, including but not limited to: staff records, Institute donations, ad hoc publication sales and occasional students. c. Support the Institute Manager when required with the scheduling and organisation of a range of internal and external meetings. d. Preparation and circulation of agendas, papers and reports for certain committees and other ad hoc meetings. e. Attending certain meetings as note taker and ensuring the timely preparation of minutes and notes. f. Assist the Institute Manager with the preparation of the Annual Report. <p>Other Duties</p> <ol style="list-style-type: none"> 1. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible. 2. To maintain an awareness and observation of fire and health and safety regulations. 3. Any other duties consistent with both the grade and scope of the post. 4. Any other duties reasonably required of the postholder by the reporting manager. 	40%
Reports to:	Institute Manager
Responsible for:	No staff
Additional demands of the role:	N/A

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Experience of high profile PA activities, including a proven track record in diary management
Excellent organisational skills; ability to define priorities for self and projects, occasionally under pressure across a range of projects to meet conflicting deadlines.
- Attention to detail in own and others' work.
- Experience of committee and meetings administration, including minute taking.
- Ability to respond to a wide range of enquiries in an efficient and friendly manner.
- Pro-active approach to problem solving, willing to work collaboratively to develop solutions to promote effective working.
- A confident and friendly communicator, able to establish and maintain good working relationships with colleagues and others at all levels within the University and with external stakeholders.

Desirable:

- Understanding of university administrative procedures.
- Modern European language?

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Demonstrated written and verbal communication skills, with a high level of accuracy and attention to detail.
- Excellent IT skills, in particular MS Office and Outlook; willingness and aptitude to be trained to use bespoke systems.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- No specific educational qualifications, but the post holder must be numerate and literate to the high standards required by the activities of the role.

Desirable:

- Degree level qualification of equivalent in experience.
- Commitment to continuing professional development.

Competency Requirements	Essential	Desirable
Academic Community focus	C	
Adapting to change	C	
Creativity and innovation	B	C
Interpersonal understanding	C	
Leadership	B	C
Managing resources	A/B	B
Organisational commitment	B	
Proactivity and planning	B	C
Problem solving and decision making	C	
Performance Management	A	B
Resilience	C	
Working collaboratively with others	B	C
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please email us at ulrecruit@london.ac.uk</p>		