

Job Description

Job Title:	PERSONAL ASSISTANT TO THE RECTOR
School/Service:	RECTOR'S OFFICE
Responsible to:	RECTOR
Job Purpose:	
To provide comprehensive personal assistance and secretarial services to the /Rector. To work co-operatively with the Rector's Executive Assistant and other administrative and support staff in the University.	
Main Duties and Responsibilities:	
1. To provide administrative and office management services to the Rector's Office.	
2. To provide administrative services for the Rector, including information finding and preparation of reports, including use of appropriate university systems and research tools.	
3. To assist in all matters concerning the Rector's correspondence: Receive all correspondence, re-direct and reply as required, assist the Rector with priority for action / reply, distribute all outgoing correspondence and assist in drafting standard letters and emails.	
4. To undertake word-processing and/or typing of letters, reports, notes, minutes, presentation materials and statistical data etc., using appropriate software packages.	
5. To arrange and service meetings, prepare agendas, minute meetings, distribute action sheets, maintain records and pursue action points that arise.	
6. To provide assistance to the Rector through personal organisation: Prepare files and papers in advance as required by the Rector, for meetings, committees, interviews etc.	
7. To receive external visitors to the Rector's Office and provide hospitality.	
8. To maintain effective external customer and stakeholder liaison on behalf of the Rector.	
9. To maintain office filing systems mainly web-based and electronic, ensuring that all information is both current and accurately filed.	
10. To operate in accordance with regulations and legislation on both data protection and freedom of information and to safeguard standards of security/confidentiality where these relate to the University.	

11. To work flexibly with the Rector's EA and other members of the University to ensure that the current and future administrative needs of the Rector's Office are met over the calendar and academic year. Duties include calendar management (scheduling appointments and coordinating meetings), processing expense forms and business cases once approved by the Rector, collating signatures for official documents to be signed by the Rector, processing leave approvals once confirmed by the Rector.

12. To undertake such other relevant duties and responsibilities appropriate to the grade of the post, as required by the Rector or her EA.

Print Name:	
Sign:	
Date:	

Person Specification

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Compiled by:	RECTOR
Date:	

Attributes	Essential	Desirable	Measured By
Work Experience	Comprehensive PA experience	Experience of working as a PA	Application form and interview
	Experience of managing a varied and demanding workload		
	Experience of servicing meeting and committees		
Education/Qualifications	Word processing/typing qualification at a minimum of 50 words per minute or equivalent level of ability		Application form and Qualifications
Skills/Abilities	Ability to work consistently under pressure prioritising workloads to meet deadlines	Knowledge of MS Excel, PowerPoint, Word for Windows and Internet	Application form and interview, Typing work sample exercise
	Ability to maintain a high standard of confidentiality	Audio typing ability	
	Ability to use initiative and organisational skills to manage a varied workload		
	Ability to work effectively as a team member when required or on an individual basis		
	Ability to communicate effectively with internal and external clients on the telephone, in person and in writing		
	Ability to research, organise, analyse and present documentation clearly and concisely		
Date:			