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**Job title:** Departmental Executive Assistant (Academic Services)

**Post number:** AS5194

**Reports to:** Academic Registrar

**Department:** Academic Services

**Grade**: 5

**Purpose of the role:**

To provide high quality administrative support to the Academic Registrar and for a full range of cross-departmental activities, including the maintaining and co-ordination of policies and processes, secretariat support for key strategic and operational groups, and the maintenance of departmental online resources, financial and records administration. The role also provides support to teams across Registry during peak periods, including assisting at graduation and during examination periods.

The primary function of the role is as Executive Assistant to the Academic Registrar. This includes responding to enquiries received externally or within the University, resolving where possible and filtering as appropriate issues for resolution, diary management, supporting departmental budget oversight, acting as secretary to appropriate groups, and the planning and oversight of assigned projects including departmental events. Working closely with the Academic Registrar the role will make a key contribution to cross-departmental culture and working, for example, through the planning of departmental meetings and staff development.

**Line management responsibility for:**

The role currently does not include formal line management, but will include some supervision, for example, of temporary and clerical staff.

**Main areas of responsibility:**

* Provide a full range of administrative support to the Academic Registrar including diary management; acting as secretary to appropriate groups within Academic Services; researching, compiling and drafting reports; and undertaking departmental projects or contributing to larger-scale projects as part of a project team.
* To make suggestions for the improvement and be responsible for the maintenance of a full range of cross department policies, processes and departmental online resources (in conjunction with other University departments) to ensure an efficient and coherent departmental working culture and service. This will include maintaining staff records, maintaining and updating the department’s web pages and SharePoint sites, and managing and maintaining departmental equipment and office supplies.
* Provide support for the Academic Registar in the management and oversight of the departmental budget including delegated control of specific budgets, monitoring existing budgets, forecasting and forward planning for departmental requirements.
* Co-ordinate (in conjunction with other Academic Services’ managers) general administrative resource across the department as appropriate and deploy resources towards defined departmental objectives to ensure operational and cost efficiency, including assisting with the recruitment of staff (both permanent and temporary) as required.
* Critically review and make suggestions for improvements to existing processes and procedures to ensure that operational efficiency and excellent customer service standards are maintained.
* Plan own work activities to ensure effective service delivery, resolving conflicting timescales and priorities independently.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

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The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

**Essential criteria**

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| **Knowledge / skills** |
| * Ability to plan and prioritise a wide range of work activities, meeting conflicting work deadlines.
* Ability to interpret, apply and communicate regulations and procedures, demonstrating sensitivity and diplomacy when communicating difficult information (both verbal and written).
* Ability to produce written communications to high standards of accuracy and clarity.
* Ability to write, implement and adhere to procedures, and to observe and follow regulations, including the ability to evaluate information against set criteria and guidelines.
* Ability to work with minimum supervision and autonomy and take responsibility for defining and meeting agreed targets.
* Able to work as part of a team, sharing good practice and developing effective professional relationships with colleagues.
* A proactive and practical approach to problem-solving and to the provision of advice, demonstrating the ability to use initiative.
* Good level of computer skills, including Microsoft Office, databases and on-line systems.
 | **A, I** **A, I****A, I, E****A, I****A, I****A, I** **A, I****A, E** |
| **Qualifications** |
| * Equivalent work experience of working as an executive assistant, senior administrator or similar role.
 | **A, I** |
| **Experience** |
| * Experience of budget management.
 | **A, I** |
| **Managing people** |
| * Able to confidently manage working with senior colleagues.
* Able to supervise or organise temporary staff.
 | **A, I****A, I** |
| **Other requirements** |
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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Academic Registrar, 2nd April 2024