

Executive Assistant

Department	NMIS		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	366973
Reports To	Chief Operating Officer	Grade:	5
Salary Range:	£23067 - £25941	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	09/05/2021

Job Advert

NMIS is seeking to recruit an experienced Executive Assistant for the NMIS Executive Team. The postholder will be required to undertake a wide range of administrative functions to support the work of the Executive Team and NMIS Senior Management group.

You will be involved in all aspects of meeting management, including drafting agendas and papers, preparation of briefing papers, producing minutes, monitoring decisions and ensuring actions are completed. You will be required to develop a deep knowledge of the University and NMIS group in order to not only anticipate, but to implement, management requirements. The role will also require diary management skills and experience of planning and effective multi-tasking within a busy and complex environment.

To be considered for the role you will be educated to a minimum of HNC level in a relevant subject and you will have experience of working as an Executive Assistant in a fast-paced environment ideally in a similar role. You will have excellent interpersonal skills, both written and verbal, and experience of liaising with a broad range of stakeholders including both internal and external staff at senior levels requiring a high degree of discretion and diplomacy. You will have an ability to manage and prioritise your busy workload and conduct the role with a high level of personal responsibility and initiative.

Whilst not essential for the role, applications are welcomed from candidates with a relevant Degree and similar work experience within the Higher Education sector.

Job Description

Brief Outline of Job:

To undertake a wide range of secretarial and administrative support functions to support the work of the NMIS group and the Senior Executive Team.

Main Activities/Responsibilities:

1. As the first point of contact for the Executive Team's diary, handle complex and often confidential matters as they arise. This will involve responding appropriately, and within tight timescales, to a broad range of internal and external stakeholders, either in person, by email or by telephone, and advising them and/or directing them as appropriate requiring a high degree of discretion and diplomacy.
2. Prioritising incoming business for the attention of the Executive Team and providing necessary background information where required.

3.	Maintaining the Executive Team's diaries and prioritising availability including coordinating meetings within the University and with external organisations.
4.	Provide administrative support for the Executive Team as required, including formulating, and preparing agendas, minute taking and following up on actions thereafter.
5.	Arranging travel, both domestic and international, for the Executive Team and other members of the Senior Management Team as required.
6.	Problem solving matters or escalating issues, as deemed appropriate, as these arise with minimum recourse to management.
7.	Liaising between the Executive Team and the Senior Management Team to progress NMIS business.
8.	Disseminating information on behalf of the Executive Team across the group and beyond and progressing follow up actions.
9.	Supporting the Senior Management Team to ensure continuity of NMIS business in the absence of the Executive Team, dealing with routine matters independently as appropriate.
10.	Undertaking general administrative duties such as preparation of correspondence and reports, developing and maintaining spreadsheets and/or databases, reporting on management information, filing, and scanning whilst ensuring the confidential nature of this post.
11.	Contribute to the longer-term development of administrative functions including recommending improvements to office systems/processes and/or contributing to wider departmental discussions or staff development.
12.	Advising stakeholders of the relevant University processes, directing queries as appropriate.
13.	Processing expenses on behalf of the Executive Team and the Senior Management Team as required.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 HNC and appropriate or equivalent experience

D1 Relevant degree

D2 Other relevant qualifications/awards.

Experience

E2 Experience of working in a fast-paced environment and experience in a similar role.

E3 Experience of providing end-to-end support including drafting minutes, apers and reports as well as producing management information.

E4 Experience of dealing with staff at senior levels both internally and externally.

D3 Evidence of working in a similar capacity, preferably within a higher education environment.

Job Related Skills and Achievements

E5 Excellent interpersonal and communication skills, both written and verbal.

E6 Excellent organisational and prioritising skills.

E7 Ability to facilitate effective diary and email management, particularly remotely and the ability to organise and facilitating meetings using Zoom and Microsoft Teams.

E8 Good problem solving and analytical skills.

E9 Strong IT Skills including Microsoft Office applications, particularly Word, Excel and Microsoft Teams and any other relevant software e.g. Zoom.

Personal Attributes

E10 High level of personal responsibility and initiative.

E11 Ability to work flexibly with a customer-focused approach.

E12 Ability to work as part of a team as well as independently and autonomously.

E13 Friendly, welcoming and helpful.

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Sarah Jardine, Chief Operating Officer (sarah.jardine@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join the Local Government Pension Scheme (LGPS) in Scotland. Further information regarding this scheme is available from [Payroll and Pensions](#).

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

