

# Executive Assistant

## Job Specification

Date created: October 2021

### JOB DESCRIPTION

Employment status:	Permanent, full time or part time (Minimum 0.71 FTE)
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern (part time hours of 25-34 hours per week will also be considered)
Location flexibility:	The place of work for this role is partly Horizons-Based (address shown above) and you will have a personal choice between the following: <ul style="list-style-type: none"><li>• Horizons-Based, spending your total working time at our head office in Reading</li><li>• Hybrid Heavy, spending the majority of your working time at our head office in Reading with the remainder at home, which must be within the UK</li><li>• Hybrid Light, spending the majority of your working time based at home, which must be within the UK, with the remainder at our head office in Reading</li></ul>
Department:	Principal's Office
Line manager:	Stephen Bartle, Executive Director, Business Development and Apprenticeships

### Role summary

This is a high-level professional and demanding Executive Assistant role taking responsibility for delivering effective and efficient support to three members of the Executive:

- Executive Director, Business Development and Apprenticeships
- Executive, Finance Director
- Executive Director, Innovation and Partnerships

The role involves co-ordinating and directly supporting the work of the Executive Directors and their interactions with other members of the Executive, the Senior Leadership Team, and the successful operation of their wider departments. In addition, as a member of the Executive Support Team, you will work with fellow Executive Assistants to coordinate the effective and efficient overall running of the Principal's Office.

### Role accountabilities and responsibilities

- Work closely with Executive Directors to help meet the UCEM vision: to become the Centre of Excellence for Built Environment Education.
- Support the Directors in all aspects of diary management, always ensuring a balanced and effective schedule, ensuring all elements of meeting management are handled seamlessly.
- Provide documentation and project support for strategies, policies and project planning being led by the Executive Directors. This includes research, drafting documents, as well as collating sources and resources related to document preparation and projects. You will also provide information to support decision-making relating to strategic developments for UCEM.

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- Be responsible for advising the Executive Directors of impending internal and external work deadlines and assist with the preparation of material for these (e.g. written reports, data reports, presentations).
- Track and progress actions to be completed by other managers in the Executive Directors' departments, ensuring the highest quality standards and that deadlines are met.
- Organise and support meetings chaired by the Executive Directors, including preparing meeting packs, taking appropriate minutes, and following up actions between meetings.
- Bring urgent matters to the Executive Directors' attention, proposing possible solutions and making appropriate decisions on their behalf where possible.
- Liaise with key external stakeholders, following up with contacts after meetings and events on behalf of Executive Directors. Proactively propose and organise meetings with key stakeholders and partners.
- Deal proactively with incoming (e)mail, including preparing draft responses and seeking information from relevant sources. Ensure deadlines are diarised and met.
- Ensure best practice file management, both manual and electronic as part of the Executive Support Team.
- Prepare and monitor expenses claims.
- Manage content on the UCEM intranet SharePoint. Liaise with the marketing team regarding any updates required to the external website.
- Ghost write communications and assist in proofreading other UCEM documentation on behalf of the Executive Directors.
- Support the organisation of Principal's Office events.
- Book UK and international travel for Executive Directors.
- Handle information requests with tact and diplomacy. Manage confidential information with integrity.
- Undertake any other duties which fall within the scope of the post, and which may be required from time to time.

Line management responsibility:	NONE
Budget responsibility:	NONE
<p><u>In this role you will liaise with:</u></p> <p>Executive Directors, other Executive Assistants, managers within the Executive Directors' departments, contacts at external stakeholder organisations</p>	

## PERSON SPECIFICATION

Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
GCSE Maths and English Language Grade C or 4 or above	X		X		
Further and Higher Education qualifications		X	X		
Secretarial/admin training or qualifications		X	X		
<p><i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i></p>					

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Previous experience	Essential	Desirable	A	I	T
High level secretarial or administrative experience at Board level or similar	X		X	X	X
Creating project plans, supporting multiple projects, and seeing projects through to timely completion	X		X	X	
Reviewing papers, conducting research, and preparing reports for senior managers	X		X	X	
Sound knowledge of, or experience in, the higher education sector		X	X	X	
Experience in a similar role		X	X	X	
Arranging UK and international travel		X		X	
Providing direct support to an executive director or senior manager		X	X	X	
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Strong literacy and numeracy skills	X		X		
Business acumen; professional and confident approach	X			X	
Ability to build relationships at all levels inside and outside the institution; excellent verbal and written communications skills	X		X	X	
High level organisation, planning, prioritisation, and time management skills	X		X	X	X
Calm and methodical in pressured situations	X			X	
Ability to work flexibly and to switch tasks at short notice; ability to delegate tasks appropriately	X			X	
Minute taking	X		X	X	
Report writing	X		X	X	
High level IT skills in MS Office applications, especially Excel for data management and Outlook for its diary management functionality	X		X	X	
High level analytical and problem-solving skills		X		X	
Research skills		X		X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: <a href="https://www.ucem.ac.uk/core-values/">https://www.ucem.ac.uk/core-values/</a>	X			X	X

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Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, and Prevent	X			X	

## PAY & BENEFITS

- Salary range £28,000 to £30,000 per annum full-time equivalent (or pro rata for part time hours)
- 24 days paid holiday (rising to 27 with service) plus paid bank/public holidays plus up to 5 paid closure days; all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Wellbeing support and full access to the Employee Assistance Programme. This includes mental health support; several UCEM employees are trained Mental Health First Aiders.
- Car parking may be available at our Horizons office; this depends on your designated place of work and working pattern, as well as parking availability; you may ask to join the waiting list. Do not assume you will have parking when you start employment; you must plan for alternative travel to work if attending Horizons.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Voluntary healthcare scheme.
- Charity giving options available.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use.

*On the Join the team page of our website, you will find the full list of employee benefits at UCEM*

## APPLICATION PROCESS

All job applications must be sent to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application.

Please send the following to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability\* for the role; AND
3. A completed Recruitment Check Form which is available from the *Current vacancies* page of our website.

The above items constitute a complete job application. \*We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

Internal applicants are advised to inform their line manager of their application.

**NO AGENCIES:** We are not using agencies for this vacancy and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

## Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

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For an informal discussion about the role please contact Stephen Bartle on 0118 921 4684 or email [s.bartle@ucem.ac.uk](mailto:s.bartle@ucem.ac.uk)

For any other enquiries please contact HR on 0118 467 2433 or email [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

## Closing date and next steps

Wednesday 27 October 2021 at noon.

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

## Interview details

Dates for interview will be advised to you later in the process.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interviews are normally carried out over Zoom or Microsoft Teams; however we may invite you to visit our Reading office.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.