

## University Alliance Job Description

**Post title:** Personal Assistant to CEO  
**Responsible to:** Chief Executive  
**Responsible for:** N/A

### **Main purpose of the job**

Working closely with the Chief Executive, you will provide administrative and secretarial support including diary and in box management, organising virtual and face-to-face meetings, distribution of agenda and papers, minute taking, travel arrangements and bookings.

### **Responsibilities and duties:**

- Proactive planning of the Chief Executive's diary, ensuring accurate diary management and that the Chief Executive is kept fully updated of forthcoming meetings and priorities.
- Proactive organising and managing meetings, collating papers, briefings and agendas for meetings, taking minutes, and following up on agreed action points.
- Proofreading minutes, agendas, meeting papers and documentation.
- Providing support with meeting and event planning including agenda preparation, presentations, booking venues, logistics and catering.
- Liaising with Vice-Chancellors and other senior stakeholders and their offices; arranging meetings and events.
- Manage and organise travel and accommodation requirements.
- Management of all inboxes related to the CEO
- To assist at key UA events throughout the year (Annual Awards event, network meetings, Board meetings etc).
- Undertake a range of other appropriate tasks as directed by the Chief Executive in line with the role of a PA.

**Responsibility for budgets:** N/A

### **Relationships/contacts**

**Internal:** Staff across the organisation all levels.

**External:** Staff at all levels within our member universities including Vice-Chancellors and other senior leaders and their staff and PAs. Staff of professional, governmental and educational institutions. Individuals and businesses where appropriate.

This document outlines the main duties required, for the time being, of the post-entitled Personal Assistant to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and we may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

**Terms and Conditions:**

|                              |   |
|------------------------------|---|
| <b>Starting salary:</b>      | £25,000 to £28,000 per annum, pro rata for part-time  |
| <b>FTE:</b>                  | 0.6FTE (working 22.5 hours per week)  |
| <b>Duration of Contract:</b> | 12-month fixed term contract  |
| <b>Probation period:</b>     | 6 months  |
| <b>Annual leave:</b>         | 25 days (pro rata for part-time) plus standard public holidays and additional concessionary days including the closure of our office between Christmas and New Year (pro rata for part-time). |

Other benefits include flexible working practices, pension scheme and life cover.

**Principal location of work:**

University Alliance operates an agile working model where staff have the option to work the majority of the week remotely with access to a 'touchdown' space on one of the campuses of our member universities (Coventry University's London campus) for times when physical presence is required or preferred for performing job roles. This is subject to change depending on government guidelines relating to the pandemic.

The \*touchdown space is a modern, secure, bright, roomy shared spaced predominantly for the use of Coventry University's student alumni and enterprise students. The space is not a traditional office space, it operates a clear desk space with Wi-Fi and access to printing facilities and its primary use is for collaborative working with colleagues across the organisation. We also have access to a room booking system for meetings and tea and coffee making facilities.

**Application process:**

To apply, please review the job description and apply via an email with the subject line: **Personal Assistant** to [info@unialliance.ac.uk](mailto:info@unialliance.ac.uk)

- 1) An up-to-date CV of no more than two sides of A4.
- 2) A covering letter of no more than two sides of A4 addressing why you are interested in working for University Alliance and how your knowledge, skills and experience meets the requirements of the role.

Please also mention where you saw the job advertised.

**Closing date:** 11.59pm 20<sup>th</sup> April 2022

**Interview date:** Interviews via MS Teams

First interview W/c 24<sup>th</sup> April 2022

Second interview W/c 2<sup>nd</sup> May 2022

The selection process will include an interview and a task confirmed on invitation to interview.

We reserve the right to close the vacancy prior to the closing date. If you have not heard from us within 28 days of the closing date, please consider that you have not been successful at shortlisting stage.

University Alliance values diversity and is an equal opportunities employer. We actively encourage applications from people from diverse backgrounds.

## Person Specification

| Specification          | Essential   | Desirable   |
|------------------------|---|---|
| Education/<br>Training | Educated to A-level (or equivalent level qualification) or proven professional work experience  |   |
| Experience             | Minimum one-year experience working in an PA/administrative role  | Experience servicing committees and/or boards                 |
| Skills/aptitude        | <ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Excellent proofreading skills</li> <li>• Meticulous attention to detail</li> <li>• Excellent IT skills, including knowledge of MS Office including word, PowerPoint and excel</li> <li>• Excellent written and verbal communication skills</li> <li>• Work quickly and accurately to tight deadlines</li> </ul>   | Experience of using video conferencing such as MS Teams, Zoom |
| Personal qualities     | <ul style="list-style-type: none"> <li>• Able to prioritise multiple tasks, projects and stakeholders simultaneously</li> <li>• A self-starter, you are confident to work under your own initiative with minimal supervision.</li> <li>• A flexible and supportive approach to working within a small team to deliver shared objectives</li> <li>• Ability to communicate clearly in person and in writing</li> <li>• Unflappable under pressure and accustomed to plans changing at the last minute</li> </ul> | Knowledge and interest in the higher education sector         |

| Specification | Essential   | Desirable   |
|---------------|---|---|
| Other         | Willingness to travel to attend meetings and events as required | A willingness to undertake further training and development |