



Job Description

Executive PA to the Master

Accountable to: The Master

Accountable for: N/A

Liaison with: Fellows, Students, Staff, Old Members, University and Public Figures.

Job Purpose

The Executive PA to the Master will provide a high level of efficient executive and administrative support to the Master in a largely independent and self-managed capacity. The post requires a high level of organisational ability as it combines analysis, administration, and providing strategic support to the Master.

The manner in which the post-holder undertakes the duties of the role is important. The post requires confidence in managing a demanding workload within tight deadlines. The post-holder needs to have highly developed skills in assessing and prioritising the urgency of requests for information from, or access to, the Master. This will require the exercise of judgement, tact and diplomacy. The post-holder will have access to confidential information and documentation, and to personal information about staff, students, donors, alumni and other constituents of the College. Discretion is, therefore, essential.

The role is varied and requires independent decision making in some key areas. It demands an eye for detail across a wide range of tasks and a willingness to engage at all levels within the College, University and wider community. The post-holder will often be the first point of contact with the College for outside enquirers and the primary point of contact between the Master and the rest of the College. Therefore, excellent interpersonal and communication skills are essential.

Main Duties and Responsibilities

Administrative duties

The Master's diary

- Proactively manage the Master's diary, scheduling and maintaining all details efficiently and effectively while anticipating opportunities to ease demands on her time.
- Ensuring that all College and external activities are planned up to two years in advance, to ensure accurate coordination of both College and personal commitments.
- Commissioning and preparing briefings and papers in advance of meetings attended by the Master.

- Plan and book UK and international travel arrangements and manage claims for related expenses.

Correspondence

- Manage and facilitate communications on behalf of and for the Master, including drafting responses to correspondence.
- Liaison with key stakeholders in external organisations to facilitate the Master's participation in key national and international events.
- Coordinating incoming media requests for photography, interviews, events, etc.
- Manage communications directed to and from the Master, with urgent matters addressed as such, especially if the Master is absent.
- Act as the Master's representative within the College, liaising with staff and optimising her time.

Office and budget management

- Organise and maintain accurate filing and database systems (paper and electronic) to ensure that important records can be located and that all records containing personal and confidential information are held securely.
- Work with the College Accountant to manage the office budget and the Master's hospitality budget.
- Develop effective working practices for the Master's Office in the absence of the Master, including referring matters where appropriate to other College Officers.
- General office duties including the maintenance of equipment and ordering supplies.

Event Management

Responsible for all aspects of arrangements for a number of key College social events, including:

- The annual College Feast of St Cuthbert
- The annual Roger Short Dinner
- The annual Hart Lecture and Dinner
- Termly Domus Suppers
- The annual Domus Leavers Dinner

The arrangements include: drawing up guest lists in liaison with the Master and Fellows, publicising the event, issuing invitations and recording replies, arranging overnight accommodation, drafting seating plans, preparing programmes including biographies, and liaising closely with catering and accommodation staff.

Student-related

- Administering the Master's Travel Scholarships, including an exchange scheme with China. This includes advertising the Scholarships, arranging interviews, inviting Old Members (alumni) to offer hospitality, compiling travel advice packs, liaising with contacts in China and arranging the safe arrival, accommodation and catering for exchange students staying in the College.
- Responsible for arranging a number of events and occasions at which the Master meets students, including:
 - the signing of the College Register by Freshers (student new arrivals) in the Master's Lodgings.
 - Start-of-term welcome receptions in the Master's Lodgings for freshers.
 - Breakfast receptions in the Lodgings for the Choir, rowing crews and other student groups
 - Invitations to academic prize winners and other students with outstanding achievements to dine on High Table.

Other College-related duties

- Acting as secretary to the Univ North Working Party: arranging meetings, assembling and circulating papers, drafting and circulating minutes.
- Acting as occasional secretary to other College committees.
- Providing administrative support for the 'Visitorship in the Creative Arts' programme including: managing the annual recruitment process, induction of the new Visitor, being the main point of contact for the Visitor throughout their stay.
- Acting as Secretary to the Chair of the Senior Common Room.
- Assisting the College Chaplain in organising Memorial Services for College Fellows and Staff as required.

The above is not an exhaustive list of duties. Any other duties may be required from time to time by the Master.

Person Specification

Essential Qualifications, Skills and Experience

1. Educated to at least A-level standard or equivalent.
2. Experience of diary management, information handling, and systems development.
3. The ability to work without supervision, to be pro-active, and to take responsibility for your workload.
4. A high level of attention to detail and accuracy.
5. The capacity to work to deadlines and under time pressure.
6. The ability to communicate confidently, effectively and diplomatically with internal and external stakeholders.
7. A high standard of written and spoken English to enable drafting of correspondence and documentation, briefs and reports.
8. Outstanding IT skills including a keenness and aptitude to use IT to enhance efficiency.
9. The ability to handle sensitive and confidential matters with absolute discretion.

Desirable

10. A first degree or equivalent professional training.
11. Experience in a Personal Assistant role at a senior level.
12. Experience of events organisation.
13. Previous experience of working in a university and/or college environment, or a comparable organisation.