



## Executive Assistant



### Role Description

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**GRADE**

Grade 4

**LOCATION**

All University campuses  
(depending on need),  
Edinburgh

**LINE MANAGER**

Aligned University  
Leadership colleague.

**Role Summary**

The main function of the post is to provide a comprehensive Executive Support service to the University's Leadership team (ULT). Each Executive Assistant will be allocated two senior roles to support. All Executive Assistant role holders may be asked to support or provide cover for other ULT members at times, depending on circumstances and need. The specific senior role allocation may change over time.

**Line Management Responsibility for:**

This role does not have any line management responsibilities currently.

## Main Duties and Responsibilities

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To provide a comprehensive EA service which includes;

- Making independent decisions around how to plan and manage aligned senior colleagues diaries, anticipating and reviewing diary plans to ensure that all key priorities are addressed and an up-to-date position is maintained at all times
- Organising internal and external meetings and other events including hospitality.
- Arranging travel and accommodation within the UK and overseas. Also planning and organising meeting programmes and travel arrangements for in-coming visitors and delegation.
- Managing mail/e-mail and enquiries tactfully and persuasively, prioritising effectively and preparing responses or where appropriate referring them to senior staff
- Draft responses to communications and other documents
- Responsibility for maintaining and developing effective administrative procedures, paper and electronic administrative systems, databases, spreadsheets and record filing systems
- Plan, prioritise and organise own workload to deal with urgent business and ensure the aligned senior colleagues remain focused on meeting their agreed objectives and ensure their working time is used effectively.
- Review, prepare and collate papers/briefing notes, minutes, report and presentation, including initiate agendas and taking minutes as required, and briefing on key issues to be covered at meetings they attend. Ensure meeting actions are completed within given timescales.
- Prepare and check the accuracy of formal documents requiring the approval.
- Maintain an effective filing and records management system and manage, maintain and develop formal archives as required.
- Undertake investigations, gather data and prepare draft correspondence to support in responding to issues raised by staff, students or members of the public, dealing tactfully, respectfully and persuasively at all times. Handle these matters in accordance with set policies and procedures, making a judgement on the involvement of other staff members to ensure the investigation is dealt with efficiently.
- Maintain confidentiality, with particular regard to personal/sensitive matters relating to individual colleagues, partners or students and ensuring compliance with the Data Protection Act.
- Deal with designated financial matters, ordering equipment and stationery, processing expense claims, monitoring and managing the budget including forecasting.
- Initiate and undertake relevant projects which will involve working with colleagues across the university and on occasions, senior staff of external institutions/organisations.
- Conduct internal and external research, analysing results and summarise them clearly using tables and graphics to provide findings to enable decision making. This will often require meeting with various university departments and possibly external bodies to gather the relevant information.
- Clerking of meetings both formally (University sub committees) and informally (meetings as initiated with internal and external contacts).



- Undertake any other reasonable duties and responsibilities relevant to the grade and demonstrate flexibility and responsiveness in doing so.
- Provide short-term cover and support to other ULT members when required (i.e. annual leave, sickness) to ensure resilience in the support ULT colleagues receive
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



**PERSON SPECIFICATION**

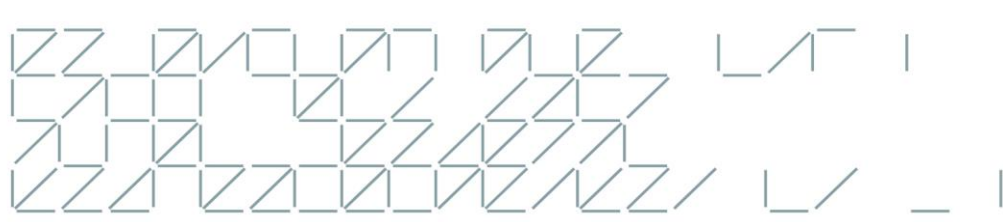
ESSENTIAL      DESIRABLE

**Education / Qualifications**

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|--|---|---|
| • HND/HNC (or equivalent level of relevant work experience)                    | ✓ |   |
| • Degree level qualification (or equivalent level of relevant work experience) |   | ✓ |

**Skills / Experience**

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|--|---|--|
| • Extensive relevant experience of providing a comprehensive administrative and secretarial support service.   | ✓ |  |
| • Extensive experience of complex diary management, office management and procedures.  | ✓ |  |
| • Experience of organising clerking and supporting meetings.   | ✓ |  |
| • Experience of working to high standards of accuracy and excellent attention to detail.   | ✓ |  |
| • Excellent communication skills, both written and verbal, and ability to prepare documents including letters, reports and presentations.  | ✓ |  |
| • Excellent interpersonal skills, liaison skills, tact, diplomacy and absolute discretion and confidentiality.   | ✓ |  |
| • Excellent team working skills with the ability to relate successfully to, and maintain effective working relationships and appropriate levels, with both internal and external colleagues and contacts.  | ✓ |  |
| • Excellent organisational skills, along with the ability to support the manager and to organise and prioritise own workload and achieve agreed objectives, meet deadlines and changing requirements, and take part in collective decision-making process. | ✓ |  |
| • Ability to deliver to long- and short-term deadlines, adapt to urgent needs and deal effectively with multiple and right deadlines and to work in a fast-paced environment.  | ✓ |  |
| • Excellent IT skills and knowledge, including detailed knowledge of work processing and spreadsheets using Microsoft software.  | ✓ |  |



• Experience of working within the higher education or other educational sector.	✓
• Experience of working within a large and complex organisation.	✓
• Demonstrable experience of providing a comprehensive PA service to a senior level manager.	✓
• Responsibility for ensuring that there is high quality and responsive administrative support at all times,	✓
• Supporting recruitment and selection process.	✓
• Financial processes (e.g., ordering/requisitioning) and managing a small budget.	✓
• Investigating and making appropriate travel arrangements, ensure that this is undertaken within the correct policies and procedures.	✓
• Experience of information gathering and research skills.	✓
• Managing other members of staff.	✓
• Skills and knowledge of presentational software such as PowerPoint and SharePoint.	✓
• Ability to proofread text.	✓