# Job description and selection criteria

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| Job title | Personal Assistant  |
| Division |  |
| Grade and salary | Grade 6 |

## Job description

### Overview of the role

To manage the administrative office, in support of one or more senior members of staff, including responsibility for a range of processes

### Responsibilities/duties

* Managing the diary of a senior member of staff, using initiative to make considered judgements when juggling the demands placed on the schedule
* Supervising one or more administrative members of staff and devising and implementing office administrative systems and procedures
* Identifying priority items of business and allocate tasks to staff accordingly
* Replying to a range of issues on behalf of the [insert job title],
* Researching and preparing reports or briefing papers for senior staff
* Organising efficiently the arrangements for meetings, events and conferences held at the University and other venues as appropriate
* Making complex travel arrangements for UK and international travel, including making arrangements for visas where necessary
* Coordinate committee work, including organising business, preparing agendas, writing minutes and ensuring business is dealt with in a timely manner. Identify actions and ensure decisions are effectively implemented
* Providing administrative oversight on financial matters: for example, the management of travel, subsistence and other expenses and allowances, invoices for subscriptions
* Sitting on a committee/forum to share information and exchange best practise
* Developing successful working relationships with academic and support staff colleagues across the department and in the wider University

## Selection criteria

### Essential

* Experience of managing the office of a senior member of staff
* Experience of diary management, including making complex travel arrangements
* The ability to draft correspondence and to produce well-presented reports
* Proficient in audio/touch typing
* Excellent computer skills including: email, Word, Excel and the internet
* A high standard of numeracy; the ability to manage finances
* Experience of working on confidential matters; tact and discretion
* The ability to manage and prioritise a varied and busy workload and work to deadlines
* Attention to detail and high level of accuracy

**Desirable**

* Experience of using financial information systems (e.g. Oracle Financials)
* Experience of events organisation