

Job description

Personal Assistant to the Centre Director

Context

At INTO City, University of London we provide a range of courses preparing international students for undergraduate and postgraduate study at City University - or at other Colleges and Universities across the UK. Our Centre, at 102 Middlesex St, London, E1 offers excellent teaching and learning facilities right in the heart of the City. We are a team of academic and professional support services colleagues who are committed to providing high quality teaching and learning to our students. We work together to ensure that our students are fully prepared for University level studies and that they have a first class 'all round' experience of study and life in London.

Reporting Line

The Personal Assistant reports to the Centre Director.

Job Purpose

To provide administrative support to the Centre Director and undertake a range of projects/developmental activities on behalf of the INTO City, University of London Centre.

Key Accountabilities

- Organise and maintain the director's work diary and schedule appointments/meetings where necessary;
- Deal with incoming e-mails and other communications on behalf of the Centre Director and handle them as appropriate;
- Field calls, enquiries and requests where necessary and handle them where appropriate;
- Service and support a number of INTO City Boards/Committees/groups – includes
 - The INTO City Joint Venture Board
 - The Marketing and Recruitment Committee
 - The Staff Forum

This work involve taking minutes; ensuring follow up actions are completed and providing administrative support for the operation of these committee/groups as required

- Take minutes at other meetings as required – dealing with any related correspondence or follow up actions as required;



- Under the direction of the Centre Director, undertake a range of projects/initiatives for the Centre.
 - Assist the Centre Director with communications to Centre staff.
 - Assist the Centre Director with the production of presentations, documents and briefing papers;
 - Carry out background research and present findings where necessary into areas the Centre Director is dealing with;
 - Ensure the Centre Director is prepared and organised for meetings with the relevant paperwork and materials;
 - Welcome and look after visitors on behalf of the Centre Director;
 - Liaise with internal; University and external stakeholders on behalf of the Centre Director;
 - Devise and maintain office based work systems to deal efficiently with paper flow and the storing of paper work, documents and computer based information;
 - Arrange travel and accommodation for the Centre Director and senior management team as and when required;
 - This role will require the individual to be familiar with the organisational structure and to have a good understanding of the working relationships across the organisation and within City, University of London;
 - Provide administrative support to the senior management team as directed by the Centre Director.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**
 - **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- References will be followed up;
- All gaps in CVs must be explained satisfactorily;
- Proof of identity and (where applicable) qualifications will be required;
- Reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- Appropriate suitability checks will be required prior to confirmation of appointment.

Salary

The post is aligned to Salary Band C £24,242 – £31,516 per annum, inclusive of London Weighting Allowance, dependent on skills and experience.

Location

INTO City, University of London 102 Middlesex Street, London E1 7EZ

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure



and Barring Service check (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See next page for Person specification



Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Appropriate DBS disclosure will be required prior to confirmation of appointment. 	
Education/ Qualifications	<ul style="list-style-type: none"> 5 GCSE's Maths and English 	<ul style="list-style-type: none"> First Degree or equivalent.
Knowledge/ skills	<ul style="list-style-type: none"> Excellent command of written and spoken English. Competent IT skills in Microsoft packages. Approachable, warm and friendly. Ability to be assertive and constructive when required. Ability to build and manage good working relationships with people at all levels. Good team player. Good attention to detail. Ability to use initiative. Ability to be discrete, confidential and sensitive in all issues. The ability to work independently. Good organisational and work management skills. Ability to be flexible in terms of hours worked depending on work load priorities. The ability to prioritise, meet deadlines and work under pressure. Willingness to undertake and learn new tasks. Sells a positive image of the company as the first point of contact for people inside and outside the company. Ability to implement and work with clear systems and processes. Proven administrative skills. Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	<ul style="list-style-type: none"> The ability to train and develop others. An interest in other nationalities and cultures. Some knowledge of working in an HE or FE environment.

Key Competencies:

Leading and deciding:

- Deciding and initiating

Supporting and co-operating:

- Working with people
- Adhering to principles and values

Interacting and presenting:

- Relating and networking
- Persuading and influencing
- Presenting and communicating information

Analysing and interpreting:

- Writing and reporting



Creating and conceptualising:

- Creating and innovating

Organising and executing:

- Planning and organising
- Delivering results and meeting customer expectations
- Following instructions and procedures

Adapting and coping:

- Adapting and responding to change
- Coping with pressure and setbacks