

PART 1 – TO BE COMPLETED FOR ALL ROLES

School Support Service PA to the School Leadership	
Role Description	Role Code: SUP17 (version 1.0 2016 Jan)

Grade & Salary:	Grade 3
Campus Location:	Craiglockhart, Merchiston, Sighthill Roleholders may be asked to change location from time to time to meet Service and development needs and may be required to visit other campuses regularly.
Responsible to:	The role is responsible to a Executive Assistant
Responsibility for:	The role does not have line management responsibility.
Role Summary:	<p>In the context of delivering the University Strategy and Corporate Plan, the roleholder will help to support the Dean and members of the School leadership team through providing an excellent, innovative and professional PA service.</p> <p>Delivery of the role may vary slightly depending on the School context, but broadly the roleholder will undertake the main duties and responsibilities outlined below in order to deliver an effective and efficient service that frees academic staff time to concentrate on School academic priorities.</p>

Main Duties and Responsibilities

<ul style="list-style-type: none"> ▪ 	Provide a full confidential administrative service to the Dean of School and other designated members of the School leadership group (as determined from time to time by the Dean and School Support Manager).
<ul style="list-style-type: none"> ▪ 	Provide first line of contact both internally and externally for the appropriate leadership staff, deciding proactively how these should be resolved or passed appropriately to colleagues.
<ul style="list-style-type: none"> ▪ 	Act as clerk to agreed meetings, ad hoc groups and University sub-committees. This will involve minute taking, preparation and distribution of minutes and agendas, and working closely with convenor to ensure the work of the committee is completed successfully.
<ul style="list-style-type: none"> ▪ 	Deal with confidential and sensitive information ensuring appropriate confidentiality is maintained at all times.

▪	Manage the day-to-day running of the Dean's diary (and others as appropriate), providing advice and answering queries. This involves planning and arranging meetings, making travel and accommodation arrangements, and ensuring all necessary meeting papers are prepared and available in advance.
▪	Maintain files and records of activities both manual and PC based, complying with university guidance regarding confidentiality, records retention, data protection and being mindful of the Freedom of Information (Scotland) Act 2002.
▪	Manage financial matters for a designated area as required. This may include dealing with purchase orders; purchasing card; web requisitioning; and/or monitoring budget spend via the University's financial system.
▪	Liaise with external agencies and visitors arranging travel, etc. as required for visits and/or events to support the School.
▪	Liaise with other Academic areas and professional services to help ensure a coherent and resilient service is delivered.
▪	Engage fully in any training and staff development identified as being appropriate for the post-holder (though PDR), to ensure ongoing professional and personal development.
▪	Demonstrate the University's values and behaviours and contribute actively to the development of an environment where colleagues feel proud, confident, challenged and supported; acting with respect and integrity at all times.
▪	Be mindful of the need to encourage appropriate efficiency and delivery of value for money across the service's activities
▪	To 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.
▪	Undertake any other reasonable duties as requested by the Dean of School and/or Executive Assistant.



Person Specification

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	HND (or equivalent) or an equivalent level of knowledge gained through experience in a similar role.	
Experience	<p>PA experience in a busy office environment, or demonstration of other experiences comparable to the role.</p> <p>Experience of supporting more than one senior member of staff, and balancing competing demands.</p>	Experience of Working in Further/Higher Education.
Skills/Personal Attributes	<p>Excellent communication skills - written and verbal.</p> <p>Well-developed IT skills including experience of using spreadsheets and databases.</p> <p>Good organisational Skills.</p> <p>Ability to work on own initiative and to prioritise workload.</p> <p>Ability to work under pressure and to deadlines.</p> <p>Ability to relate successfully to colleagues, students and those external to the University.</p>	<p>Experience of committee servicing.</p> <p>Flexible approach to working, overtime when required.</p> <p>Commitment to students, the quality of their experience, and to their development and success</p>