



**UNIVERSITY OF LINCOLN STUDENTS' UNION
JOB DESCRIPTION**

JOB TITLE: Admin Assistant	DEPARTMENT: Central Services
LOCATION: Students' Union	REPORTS TO: Executive Assistant
SALARY: Grade 3, £17,408 per annum, 37 hours per week, permanent, full time	DATE: March 2019

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community.</p> <p>Student leaders are elected by the student body and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	To support the Executive Assistant (EA) to the Students' Union Chief Executive (CEO) in providing a central, cross Union administrative service.

KEY RESPONSIBILITIES

Key Responsibility 1	
Administrative support to the Executive Assistant and Senior Management Team (SMT)	
Supporting Union meetings as necessary, including minute-taking, organisation and preparation of meeting papers.	
Support the EA with report writing to monitor actions from meetings as requested.	
Ensure the Students' Unions Accident Monitoring Reports are maintained, and the subsequent reports distributed.	
Create agendas and facilitate meetings in liaison with EA, such as external visits hosted by the CEO and SMT.	
Assist in ensuring Part-Time Officers' attendance at the Accountability & Insight Sub-Committee,	
Assist the EA with the facilitation of Board of Trustee membership information, such the completion of induction paperwork and declarations of interest documentation.	
Assisting with Students' Unions internal meetings, particularly externally, such as venue and transport bookings, plus supporting the EA with residential meetings,	
Deputise for the EA as necessary; service other internal meetings as requested to do so by the EA.	



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Be reactive to the business needs and responsibilities of the EA and SMT.

Greet visitors on behalf of SMT by greeting them and providing hospitality as and when required.

Key Responsibility 2

Central Administration support for the Union

Ensure that the SU's central filing, both physical and electronic, is up to date.

Ensure that all central documentation is filed correctly and up to date.

Create and administrate an SU Central Contracts register, ensuring that all end dates are monitored.

Assist in the centralisation of Union policies and procedures, including collating and reformatting documents as and when required.

Prepare reports by collecting and analysing information as and when required to so by the EA.

Produce information and reports by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics as necessary.

Draft letters and correspondence as and when required.

Ensure that the Union's meeting structure is accurate and up to date.

Support the EA in ensuring financial policies and procedures are adhered to, such as raising Purchase Orders on request and in line with budgets.

Key Responsibility 3

General Duties

Answer telephone enquiries for the Chief Executive and EA in a polite and professional manner, as and when required.

Be responsible for the monitoring and ordering of everyday office refreshments, equipment and stationary on request and in line with budgets.

To maintain confidentiality and ensure compliance with Data Protection Regulations.

Support the planning and booking of Away Days in liaison with the Union Administrator.

Ensure notice boards within staffing areas are up to date with relevant and current information with regards to Health and Safety, Employee of the Month and Got an Idea.

Assist the Union Administrator to facilitate Health & Safety Administration.

To ensure all policies and procedures across the Union are up to date on the Students' Union Management System SUMS to improve accessibility of them for staff.

Assist in the identification of opportunities to streamline and continuously improve Union administration and working practices.



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Assist in monitoring and ensuring all staffing areas are clean and are maintained to a high standard.

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of The Role	<p>Work in a manner that reflects the values of the organisation as shown in the Union's constitution and strategic plan, and in line with Union policies and procedures.</p> <p>Promote a positive image of the University of Lincoln Students' Union at all times.</p> <p>Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to current Data Protection Legislation.</p> <p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the staff performance and development review scheme.</p> <p>Actively follow and promote Union policies.</p> <p>Some attendance at meetings outside normal office hours may be required to meet the needs of students and a flexible approach to working is essential.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to current Data Protection Legislation.</p> <p>Develop strong relationships with members of the Union's Senior Management Team, their team members and full and part time officers.</p> <p>To undertake such other additional duties as may be required from time to time within the overall scope of the appointment as directed by the Senior Management Team.</p>
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Key Working Relationships	<p>Executive Assistant Union Administrator HR department Executive Officer Team Chief Executive Union SMT Union Staff Team</p>
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External Contacts	<p>Visitors for SMT University staff and Executive PA's. University Senior Managers Suppliers and Contractors</p>
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Author	H. Millar	Date Published	March 2019
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Person Specification : Admin Assistant

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Good general education background (qualified to level 3 – A level equivalent). Relevant IT qualifications.	E D	A, I A
Experience: Experience in an administrative role. Experience of supporting a management team. Experience of co-ordinating and supporting projects across departments. An understanding of the particularities of working within a democratic organisation.	E E D D	A, I A, I A, I A, I
Skills and Knowledge: Exemplary written and verbal communication skills. Strong IT skills, including an advanced level use of Excel, Word, Powerpoint and Outlook. Professional presentation of documentation and correspondence. Minute taking skills. Able to manage own workload, time and priorities. Project Management Skills.	E E E E E D	A, I A, I A A, I A, I A, I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service. Confidentiality and Diplomacy. Proven ability in organising. Understanding of, and commitment to, Equal Opportunities within the workplace. Personable and Professional in relationships with others. Flexibility and resilience The ability to be reactive and an understanding of prioritisation	E E E E E E E	A, I, R A, I A, I A, I A, I A, I A, I
Business Requirements: May be required to work the occasional evenings and weekends	E	A, I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.