



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

JOB TITLE: Executive Assistant	DEPARTMENT: Central Services
LOCATION: Students' Union	REPORTS TO: Chief Executive Officer
SALARY: Grade 5 (£22,494) 37 hours per week, permanent, full time	DATE: May 2017

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	<p>The role will provide administrative and secretarial support and assistance to the Chief Executive of the Students' Union, including diary management and clerk duties of all Board meetings whilst being the main point of contact for the Chief Executive.</p> <p>The successful candidate will be well organised with excellent interpersonal skills when dealing with a variety of stakeholders on behalf of the Chief Executive.</p>

KEY RESPONSIBILITIES

Key Responsibility 1
<p>Administrative and secretarial support to the Chief Executive</p> <p>Provide diary management for the Chief Executive, including arranging meetings, booking appointments, ensuring travel arrangements are arranged and any papers required for meetings are printed.</p> <p>Be reactive to the business needs and responsibilities of the Chief Executive</p> <p>Maintain the Chief Executive's daily appointment schedule by planning and scheduling meetings, conferences and teleconferences.</p> <p>Answer telephone enquiries for the Chief Executive in a polite and professional manner.</p> <p>Be the main point of contact for all external and internal enquiries relating to the Chief Executive.</p> <p>Be responsible for the booking of external events for the Chief Executive as and when required, ensuring all arrangements are made and communicated to the relevant staff.</p> <p>Send out emails on behalf of the Chief Executive as and when required.</p>



Welcomes visitors for the Chief Executive by greeting them and providing hospitality as and when required.

To filter incoming mail; sorting, redirecting and taking action as appropriate

Key Responsibility 2

Clerk Duties for Internal meetings

Service all Sub Committees of the Board of Trustees, Board of Trustees and Limited Company Board when required, including venue arrangements, distribution of papers and minute writing.

Service Students' Union Management System (SUMS) meetings, including Board meetings and Stakeholder meetings including venue arrangements, distribution of papers and minute writing.

Service Weekly Leadership meeting; producing the agenda, ensuring that papers are circulated in a timely manner and taking notes of actions to be circulated.

Service Weekly Executive Committees; producing the agenda, ensuring that papers are circulated in a timely manner and minute taking.

To oversee the collation of reports for meetings.

Action any Matters Arising as and when required.

Maintain meeting records of all Board meetings including archiving papers and publishing information online.

Service other internal meetings as in structured to do so by the Chief Executive.

Key Responsibility 3

Administrative Duties

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

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

Drafts letters and correspondence as and when required.

Ensure all confidential records are filed correctly.

Providing ad-hoc administrative support to the Deputy Chief Executive Officer.

Completion of expenses and credit card returns for the Chief Executive

Key Responsibility 4

General Duties

Liaise with the Office Assistant when booking meetings with the Student Leaders.

Support the delivery of Student Leader Training, ensuring the Chief Executive has relevant papers for each training session and meetings are arranged with key stakeholders as required.



To undertake projects from time to time as directed by the Chief Executive.

To maintain confidentiality at all times.

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 the Data Protection Act 1998.</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 the Data Protection Act 1998</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 or Duty Manager.</p>
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Key Working Relationships	<p>Chief Executive</p> <p>Executive Officer Team</p> <p>Union SMT</p> <p>Union Staff Team</p>
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External Contacts	<p>Board members</p> <p>Vice Chancellor's Office</p> <p>University Secretarial team, Executive PA's.</p> <p>University Senior Managers</p> <p>Suppliers</p>
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Author	H. Coleman	Date Published	March 2017
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: Executive Assistant

Selection Criteria	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. Qualification in minute writing or report writing	E D D	A A A
Experience: Experience of organising and providing administrative assistance in an office environment Experience of supporting a management team. Experience of co-ordinating and supporting projects across departments. Experience of handling a wide range of enquiries and an excellent telephone manner Experience of taking and writing minutes, summarising discussions and writing reports Experience of using Microsoft Office packages, particularly Word, Excel, PowerPoint and Outlook An understanding of the particularities of working within a democratic organisation.	E E E E E E E D	A, I A, I A, I A, I A, I, R 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. Interpersonal skills Minute taking skills. Able to manage own workload, time and priorities. Project Management Skills.	E E E E E E D	A, I A, I A A, I 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.	E E E	A, I, R A, I A, I



Understanding of, and commitment to, Equal Opportunities within the workplace. Personable and Professional in relationships with others. Flexibility and resilience	E E E	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.